**Active Inclusion Newcastle**

**Newcastle Gateway - User Access Request Form**

This form is for requesting full access to the Newcastle Gateway database for individual users. Access will not be given until this form has been completed and returned to the Active Inclusion Newcastle Unit by the requesting manager, with a signed [Information Sharing Agreement (ISA)](https://www.newcastle.gov.uk/sites/default/files/Newcastle%20Gateway%20Information%20Sharing%20Agreement.pdf) if one does not already exist.

If accepted, we aim to create the account within 24 working hours of receipt of this form. Users are responsible for their account; any misuse (including allowing others to log on with their credentials) may result in access being withdrawn. Inactive accounts are closed 3 months after the last logon.

Completed forms must be emailed to gateway@newcastle.gov.uk

Date of request: Click or tap to enter a date.

Organisation: Existing Organisation Name

I am requesting access for a new user: Choose an item.

I am requesting additional access rights for an existing user: Choose an item.

User type: Choose an item.

Referral Agency / Gateway Service for user to be linked to: Click or tap here to enter text.

Requesting manager: Click or tap here to enter text.

Job Title:Click or tap here to enter text.

Address: Click or tap here to enter text.

Post Code: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Access for: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

Address: Click or tap here to enter text.

Post Code: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Certain Gateway alerts are customisable; please select below which alerts the user above is to receive:

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|[ ]  **Referral** – alerts Provider users to new referrals to your service, and Providers / Referral Agents to new referrals for clients supported by your service / agency |
|[ ]  **Referral result** – alerts Providers to referral results from your service, and Providers / Referral Agents to referral results for clients supported by your service / agency  |
|[ ]  **Placement** – alerts Providers to placements into your service, and Referral Agents to new placements for clients supported by your agency |
|[ ]  **Vacancy** – alerts Providers to vacancies created for your service and Referral Agents to new vacancies within any service (including non-accommodation-based services) |
|[ ]  **Email alerts** – alerts arrive via email as well as on your Gateway home page |

I, Requesting Manager confirm that the new user to whom this request relates is aware of the ISA between Newcastle City Council and Organisation Name and has agreed to the principles and data protection standards therein.

***Active Inclusion Newcastle use only***

Date received: Click here to enter a date.

Decision: Choose an item.

Reason for decision: Click here to enter text.

Decision date: Click here to enter a date.