



North Lancashire Digital Directory of Services Provider Data Capture Agreement

By completing the provider data capture form, we agree that:

- Lancaster District Community & Voluntary Solutions (LDCVS) may use the supplied information to promote our organisation, services and activities through the North Lancashire Digital Directory of Services (the Directory).
- Any information we provide may be made searchable to the public, except for personal details relating to our nominated administration contact.
- Information may be exchanged with similar projects in neighbouring areas using the Open Referral Data Standard.
- We will work to the best of our ability to ensure that we supply up-to-date information when services change.
- We will make sure that our staff and volunteers work in line with the policies supplied.
- We will collaborate with LDCVS in verifying the accuracy of the information we provide.

If we choose to manage our own data within the Elemental system, we agree to:

- Name an individual in our organisation who will be responsible for this activity and ensure they receive training recommended by LDCVS.
- Update information in a timely manner when services change.
- Act on feedback relating to our listing, to ensure information is clear and accurate.

If we choose to accept referrals from GP surgeries via the LDCVS hub and from the public via the self-serve online system, we agree to:

- Name an individual in our organisation who will be responsible for this activity and ensure they receive training recommended by LDCVS.
- Work with LDCVS to supply and enforce policies and procedures enabling access to patient information.
- Regularly check and respond to messages received through the management system.
- Encourage patients to complete evaluation activities.

Lancaster District Community & Voluntary Solutions will:

- Accurately transfer information you supply into the Directory.
- Issue usernames and passwords to your nominated contacts who require them, providing the correct access permissions.
- Provide suitable training opportunities
- Verify your information by checking it with you and against other public sources.
- Amend your information in a timely manner, when requested to do so.
- Contact patients and forward referrals from GP surgeries in a timely manner.
- Supply analysis related to your services at least quarterly. From time to time this will be supplied alongside system-level analysis covering the whole Directory.