**Safe Email Transmission Request Form**

This application form applies to third party organisations looking to be added to NHS Lothian’s Safe Email Transmission Grid. NHS Lothian’s email system is a secure method to send and receive sensitive, confidential information between NHS Lothian email addresses and those listed in the grid.

If you have any doubts or queries as to whether an email address is safe, presume it is not and **STOP AND CHECK** with IT Security. **DO NOT** use external email accounts for the transfer of personal data.

This application should only be made if there is an organisation that needs to share relevant healthcare information with NHS Lothian. This includes but is not limited to Care Homes, Government Bodies, Regulatory Bodies, and Charitable Organisations.

Once filled out this will be reviewed by the Information Governance Department. Filling out this form does not guarantee that the application will be approved. If approved by IG, it will be passed to CAB and raised with technical services who will contact the third parties named technical person.

**NHS Lothian Requester Details**

|  |  |
| --- | --- |
| Name |  |
| Post |  |
| Department |  |
| Telephone No |  |
| Email address |  |

**Third Party Email Domain (Must be exact e.g., @nhslothian.scot.nhs.uk)**

|  |  |
| --- | --- |
| Domain Name |  |

**Third Party Organisation Details**

|  |  |
| --- | --- |
| Organisation Name |  |
| Technical Contact Name |  |
| Technical Contact Email |  |
| Technical Contact No |  |

**Q1- Why do you want this email added to the grid? (Explain in detail why this would benefit the department, what is the main purpose of having this email added, does this improve patient care, what areas will benefit from this?)**

**Approvals**

|  |  |
| --- | --- |
| Information Asset Owner |  |
| Service Manager |  |

**\*Please** **Note – This is to be signed by staff reviewing this request\***

|  |  |
| --- | --- |
| Data Protection |  |
| IT Security |  |