

User Registration Form

Non-NHS Staff – Please contact us before registering.
See contact details overleaf.

(Please complete using CAPITAL LETTERS)

Title: **Surname:** **Forenames:**

Work details (All required):

Job Title/Role: Department:

Work Address:

Telephone/Bleep: Work Email:

Manager/Supervisor and Location:

Trust/Employer/University:

Permanent post My post/placement ends on: (DD/MM/YY)

Alternative contact details (Not work): (All Required)

Telephone (Not work):

Email (Not work):

Optional: Evidence update emails (KnowledgeShare)*



Would you like targeted updates on your professional interests?

List your interests below to sign up to receive KnowledgeShare Evidence Updates by email:

Condition/ Risk Factors (e.g. gestational diabetes)		Professional Interests (e.g. patient safety, service design)	
Age Groups (please tick)	<input type="checkbox"/> Neonates <input type="checkbox"/> Children & Adolescents <input type="checkbox"/> Adults <input type="checkbox"/> Elderly	Settings (e.g. GP Surgery, hospital ward, population health)	

Who should be able to view your contact information?

Our systems help to share knowledge across the NHS by connecting staff with one another. We would like to share your information with other NHS staff and students for this purpose. If you agree please tick the appropriate boxes:

- Librarians only Librarians and staff in my organisation All KnowledgeShare members

Who should be able to view your Professional Interests?

- Librarians only Librarians and staff in my organisation All KnowledgeShare members

We would also like to contact you occasionally by email. Please tick if you are happy for us to:

- Send me news and bulletins from my Knowledge and Library Service
- Contact you if you are invited to join a community of practice
- Recommend colleagues to you who share your professional interests

You may change these settings at any time at www.knowledgeshare.nhs.uk (using your NHS OpenAthens account).

*Membership to KnowledgeShare is restricted to staff and students eligible for an NHS OpenAthens account.

Please sign overleaf

Privacy Notice and Membership Declaration

Using your personal information

We are committed to safeguarding your information. The information you supply will be used to contact you about services or resources you have requested from the Knowledge and Library Service (KLS).

Sharing your personal information

We will share your information with the organisations that supply and manage our library management systems. We may share your information with another KLS team if you move organisations (you will receive an email notification if this happens).

Accessing your personal information

You may request access to the information we hold about you and request changes by emailing: ndht.library@nhs.net.

Deleting your personal information

We will delete the data we hold on you after a maximum 2-year period of inactivity (in case you return to use NHS knowledge and library services again within this time).

Further information

For further information on how your information is used, how we maintain its security, and your rights to access it, read the KLS privacy policy at: <https://www.northdevonhealth.nhs.uk/library/> or the full KnowledgeShare privacy policy online at www.knowledgeshare.nhs.uk/index.php?PageID=help_privacy

Library regulations, rights and responsibilities

Details of these can be found in our Charter at: <https://www.northdevonhealth.nhs.uk/library/library-charter/>

Please contact us if you would prefer to see a printed copy of any of the abovementioned documents.

Your declaration

I accept responsibility for any item borrowed from the Knowledge and Library Service and will return it by the date required or pay for its replacement should it be lost or damaged.

I confirm that I agree to abide by the regulations, rights and responsibilities of this library, as outlined in the Knowledge and Library Service Charter.

I have read the Privacy Notice and agree to this data being held in accordance with the General Data Protection Regulation (2018) for use in the library system shared by NHS libraries in the South West, Thames Valley and Wessex.

Signed: Date:

Where did you hear about us?

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Instagram | <input type="checkbox"/> Twitter | <input type="checkbox"/> Library Website |
| <input type="checkbox"/> Trust Induction | <input type="checkbox"/> Poster/Display | <input type="checkbox"/> Library Newsletter | <input type="checkbox"/> BOB |
| <input type="checkbox"/> New starter email | <input type="checkbox"/> Colleague/Word of mouth | <input type="checkbox"/> Other | |

Knowledge and Library Staff Use Only: Staff group:

- | | | |
|--|---|--|
| <input type="checkbox"/> Additional Clinical Services | <input type="checkbox"/> External Members | <input type="checkbox"/> Medical & Dental |
| <input type="checkbox"/> Additional Professional, Scientific & Technical | (Non-NHS) | <input type="checkbox"/> Nursing & Midwifery Registered |
| <input type="checkbox"/> Administrative & Clerical | <input type="checkbox"/> Healthcare Scientists | <input type="checkbox"/> Patient/Service Users, Carers, Public |
| <input type="checkbox"/> Allied Health Professionals | <input type="checkbox"/> HEI Staff (e.g. Lecturers) | <input type="checkbox"/> Students |
| <input type="checkbox"/> Apprentice | <input type="checkbox"/> Libraries | <input type="checkbox"/> Volunteers (Inc. Governors) |
| <input type="checkbox"/> Estates & Ancillary | <input type="checkbox"/> Local Authority (Inc. Public Health) | |

SWIMS Barcode Number:

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U	0							

Contact us:

Tel: 01271 322363 (Internal: 2363)
Email: ndht.library@nhs.net
Web: www.northdevonhealth.nhs.uk/library