

Compass User Agreement

This Compass User Agreement ("**CUA**") is a legal agreement between you and the NHS Business Services Authority ("**NHSBSA**").

The NHSBSA grants you the right to use the NHSBSA Dental Services' online system known as 'Compass', which includes computer software, the data supplied with it, and any associated media, printed materials, electronic documentation and Internet-based services ("**Compass**"), provided that you comply with all terms and conditions of this CUA.

User Obligations

Compass is provided for you to use for exercising your duties as a Provider, Performer, Dental Practice authorised representative, NHS employee or authorised representative thereof and specifically in relation to contractual, activity and pension information.

Access to Compass through any User ID is restricted to the named and registered user. You must not share access, passwords, user names or log on details to Compass with any other person.

You are responsible for ensuring the appropriate use of information or functionality provided through your User ID. The NHSBSA shall not be liable for any losses or damage incurred by inappropriate or inaccurate use of Compass.

Where you no longer require use of the system or where your circumstances change such that you no longer satisfy the terms of this agreement you are required to advise NHSBSA to this effect so that the account can be withdrawn or amended as necessary.

You agree that the NHSBSA has the right to terminate this licence and withdraw access to Compass where you have breached or no longer satisfy the terms of this CUA, or where any other abuse of Compass is understood to have occurred (including unreasonably excessive use).

You are responsible for informing NHSBSA if you have access to information you do not consider to be appropriate to your role.

Personal Data

You agree that you will comply with all data and security legislation, standards, policies and procedures applicable to you as an individual, employee, contractor, provider or performer and that you will only use, hold and distribute data or information accessed via Compass accordingly.

Where data you have obtained via Compass is no longer required, it must be destroyed in a secure manner in accordance with any applicable legislation, standards, policies and procedures and/or the instructions of the NHSBSA. In addition, if you are an NHS provider or contractor you agree that:

- you have in place appropriate technical and organisational measures to prevent unauthorised or unlawful processing of personal data and to prevent against accidental loss or destruction of, or damage to personal data which are at least equivalent to the standard of security required by the NHS security policies
- you shall take reasonable steps to ensure the reliability of any employees who will have access to personal data; and
- you should take reasonable steps to ensure the completeness and accuracy of data on this system.

Confidentiality

You acknowledge that in using Compass you may have access to confidential information including, without limitation, personal data and financial information, in respect of dental contractors, providers, performers and their practices and patients ("**Confidential Information**").

You agree that you shall hold any Confidential Information in confidence and, unless required by law, shall not:

- make any Confidential Information available to any third party (other than to a party to whom you are satisfied that you may legally disclose such Confidential Information to); or
- use the Confidential Information for any purpose otherwise than in the proper performance of your duties as an NHS employee or contractor (as applicable);
or
- permit or cause any unauthorised disclosure of Confidential Information through any failure to exercise due care and diligence.

Cookies

You agree that cookies are enabled on the Compass system.

This cookie is essential for this system to work. It is stored on your device when you start using the service and deleted when you close your internet browser.

Registration Details

All the information you provide when you register will be used to manage access to Compass.

The email address you provide may also be used by:

England

- NHSBSA Dental Services for service related communications with you
- NHS England for contract management purposes
- Department of Health and Social Care (DHSC) for policy related communications

Wales

- NHSBSA Dental Services for service related communications with you
- Local Health Boards for contract management purposes
- Welsh Government (WG) for policy related communications

If you need to update, receive a copy of or delete your registration information then please contact the NHSBSA Contact Centre. nhsbsa.dentalservices@nhsbsa.nhs.uk

We will keep your information for 24 months after your account is closed. This is to ensure that all transactions can be fully audited.

We do not disclose this information to third party organisations.

