# NCAN Referral System - Organisation Agreement for Use

By completing this agreement, I confirm that, on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [organisation] I have read the [Policy and Procedures for Use document](https://ncan.co.uk/wp-content/uploads/2019/07/Policy-and-Procedure-for-Use-NCAN-Referral-System.pdf), and I agree to:

* Take organisational responsibility for the use and development of the Referral System internally.
* Ensure the ‘policy and procedures for use’ are followed within this organisation.
* Help ensure individual users comply with their responsibilities.
* Contact NCAN if repeat or refresher training is needed.
* Ensure organisational data on the Directory is kept up to date.
* Remove an individual user from the Referral System if they leave the organisation or no longer require access to the Referral System.
* Switch referral status on the system on and off as necessary.

**Do you give permission for NCAN to subscribe you to our fortnightly newsletter? YES / NO**

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|  |  |
| --- | --- |
| Full name |  |
| Signed (if by hand) |  |
| Date |  |
| Job Title |  |
| **Organisation email** - for incoming referrals and email notifications about all referrals (e.g. referrals@yourorganisation.co.uk) |  |
| Phone no - for NCAN/advisor queries |  |
| Manager’s email - for NCAN/advisor queries |  |

Please email this form to [info@ncan.co.uk](mailto:info@ncan.co.uk) or post to NCAN, c/o Norfolk Community Law Service, 14 Prince of Wales Road, Norwich, NR1 1LB