**Website Content Upload Form**

Please complete this form and the **Security Review Form** (found on SmartNET) and send it to [**Informationsecurity@smartdcc.co.uk**](mailto:Informationsecurity@smartdcc.co.uk) and **DCCWebsiteRequests@capita.com**

If you just need content deleted or changed, you do not need to consult Information Security.

Please note that you will need to allow two working days for Information Security to review your request, then another two working days for the Comms team to upload it onto the website.

How to upload content to the Smart DCC website

Top tips:

* Try not to use acronyms without explaining what they mean first
* Give enough notice for your change to be made live. We suggest 2 working days for Information Security to approve your change, and another two working days for the Comms Team to action it

| **Overview** | |
| --- | --- |
| Name of submitter |  |
| Urgency of request  Red should be used if the request needs to be actioned the same or next day due to obligations to customers/stakeholders or the law | Please select the urgency of this request, red being the most urgent.  Green  Amber  Red |
| Requested date to go live |  |
| Type of change | Please select:  Add new content to existing page  Add new content to a new page  Add a new event  Delete content |

Please complete the relevant table(s).

|  |  |
| --- | --- |
| **New content to an existing page** | |
| Location on site for new content |  |
| Description of change  e.g. new document and/or new text added to the website |  |
| Please provide text (if applicable) |  |
| Please provide title of document(s) for publication (if applicable).  Please note that this is the wording that appears when the document is displayed on the website. |  |
| Type of document(s) |  |
| Version number(s) of document(s) |  |
| Summary of document(s)  Each document needs a brief summary, this can be a single sentence or a short paragraph but no more. |  |
| Effective date of document(s) (if applicable)  Please add if your document(s) relate to an effective date, for example, a new policy. |  |
| Document/content expiry date (if known) |  |

|  |  |
| --- | --- |
| **New content to a new page** | |
| New page name and location | www.smartdcc.co.uk/customer-hub/consultations/dcc-responses/dcc-response-proposed-changes-to-the-temporary-communications-hub-ordering-delivery-rules |
| Please provide text for new page | On 22 May DCC consulted on changes to the Temporary Communications Hub Ordering and Delivery Rules as part of the urgent SEC Modification 130.  The amendments focused on clarifications and amendments to the Rules document in relation to Minimum Communication Hub Orders for the CSPC&S Region.  DCC has published a response to the consultation and version one of the Temporary Communications Hub Ordering and Delivery Rules is now available on the DCC website. |
| Please provide title of document(s) for publication (if applicable)  Please note that this is the wording that appears when the document is displayed on the website. | Conclusions on the consultation to proposed changes to the Temporary Communications Hub Ordering Delivery Rules |
| Type of document(s) | PDF |
| Version number(s) of document(s) | V1.0 |
| Summary of document(s)  Each document needs a brief summary, this can be a single sentence or a short paragraph but no more. | Provides details of consultation on changes required to the Temporary Communications Hub Ordering and Delivery Rules, and the outcome of that consultation |
| Effective date of document(s) (if applicable)  Please add if your document(s) relate to an effective date, for example, a new policy. | 02/07/2020 |
| Document/content expiry date (if known) | na |

|  |  |
| --- | --- |
| **New event** | |
| Name of event |  |
| Is this event appropriate for an external facing website? | Yes  No |
| Event description  Please write out acronyms in full in the first instance |  |
| Document/content expiry date (if known) |  |

Relevant for new documents

|  |  |
| --- | --- |
| **Business approval** | |
| Name and team of document approver  Confirm the document has been reviewed and approved by relevant subject matter expert | Fiona Tranta, Sasha Townsend, Richard Amey |

|  |  |
| --- | --- |
| **Delete content** | |
| Location of content and/or document to be deleted |  |
| Text or name of document(s) to be deleted |  |