

Community Sponsorship

Request for authorised access to the Home Office MOVEit system

**\* Requests must be completed and submitted by the Lead Community Sponsor. All completed forms must be returned to:** [communitysponsorship@homeoffice.gov.uk](mailto:communitysponsorship@homeoffice.gsi.gov.uk)

The MOVEit system is the Home Officeonline two-way file-sharing service that allows the sharing of Official and Official-Sensitive data with other government departments, non-departmental public bodies and external organisations, in a completely secure environment. Guidance on how to use the MOVEit system will be provided prior to access being granted.

|  |  |
| --- | --- |
| Name of Lead Community Sponsor |  |
| Name of Community sponsorship group |  |
| Name of Local Authority Area |  |

Please grant access to the community group representatives named below:

|  |  |  |
| --- | --- | --- |
|  | Name | Email address – Please provide secure email address |
| 1. |  |  |
| 2. |  |  |

By submitting this form, I confirm that:

* I am the Lead Sponsor for the community sponsorship group to be granted access to the Home Office MOVEit system.
* I have read, will abide by and comply with the Personnel standards requirements and the data sharing protocol at Part 8.4 and at schedule 4 of the full community sponsorship Agreement.
* The group representatives named above will comply with the requirements for all personal and sensitive information accessed via MOVEit to be downloaded and stored securely as specified at schedule 4, para 10 of the data sharing protocol in the full community sponsorship Agreement.
* Arrangements are in place to ensure that data is not be downloaded from MOVEit onto **unsecure or personal systems, networks or computers**. This means that any laptop that is used for the purpose of downloading personal data accessed via the MOVEit secure portal must not be a shared device or an individual’s personal laptop. Any laptop used for this purpose must be devoted solely for the purpose of carrying out the community sponsorship arrangement.