



# Good Things

## National Databank User Guide

This guide is intended to inform network partners who have access to the National Databank. The aim of the guide is to give details of each stage of the process involved in issuing and activating data. It serves as both an introduction to the National Databank and as a reference point that any staff responsible for gifting data via the Databank can refer back to.

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## **Introduction to Good Things Foundation and The National Digital Inclusion Network**

Good Things Foundation is a digital inclusion charity established in 2010. We aim to help people improve their lives through digital inclusion and by gaining or improving digital skills.

To learn more about the work Good Things Foundation do, you can visit the website via this link: <https://www.goodthingsfoundation.org/>

To achieve our goals, we work with hubs across the UK which we refer to as the **Digital Inclusion Network**. We provide them with resources, support and access to funding so that they can help people in their local communities to benefit from digital access and skills.

To learn more about the National Digital Inclusion Network, you can visit the website via this link: <https://network.goodthingsfoundation.org/>

The network is free to join and offers a range of benefits such as:

- Access to the [National Databank](#) and [National Device Bank](#)
- Free training and resources
- Networking opportunities
- Access to our online learning platform, [Learn My Way](#)
- Opportunities to apply for grants

## **Introduction to the National Databank**

The National Databank provides free data to members of the Digital Inclusion Network, so they can provide free access to the internet to those who are unable to get online.

Virgin Media O2, Vodafone and Three have donated 47m gigabytes of data. The aim is to support over 500,000 people with free data.



## Checklist - Getting started with the National Databank

- Receive a delivery of SIMs (Vodafone, O2 & Three)
- Receive an email with a temporary password. Use this to [log in to the Databank website](#), set your password and accept Ts & Cs
- [Add user accounts](#) for any other colleagues that need access
- Review the [eligibility criteria](#) and [available data offers](#)
- Gift free data. See the [gifting Vodafone / Three data](#) and [gifting O2 data](#) sections of this guide for instructions on how to issue and activate data for each network
- At the time of gifting the data, log in to the Databank website and record that you've issued the data
- Once stock is running low of SIMs, request more using the '[request additional SIMs](#)' button on the Databank website

## Useful links

- Databank resources page (user guides, recordings of training sessions and other useful documents are stored here):  
<https://network.goodthingsfoundation.org/resources>
- Databank website: <https://ukdatabank.org/>
- Contact the team: <https://network.goodthingsfoundation.org/get-support>

## **Community Partner Responsibilities**

- Data from the National Databank cannot be exchanged for money and must be provided free of charge to recipients.
- When accessing the National Databank website you must use your own account that is set up in your own name. You must not share passwords or account details between staff members or colleagues.
- Please ensure that the user accounts linked to your organisation on the National Databank website are kept up to date, and if a staff member leaves the organisation that their user account is removed.
- You will receive a stock of Vodafone, Three and O2 Pay As You Go SIM cards to distribute. You must ensure they are stored securely in a locked safe or cupboard. You must also ensure that each SIM card is accounted for, and a responsible member of staff is aware when each has been distributed.
- The Vodafone and Three SIMs arrive pre-loaded with data bundles, therefore have a monetary value. Please ensure these are accounted for at all times, and please let us know if you are unable to distribute them. If there is a change of staffing or lead for the Databank, please ensure that the responsible person is aware of the location of the SIMs.

## **Receiving SIMs**

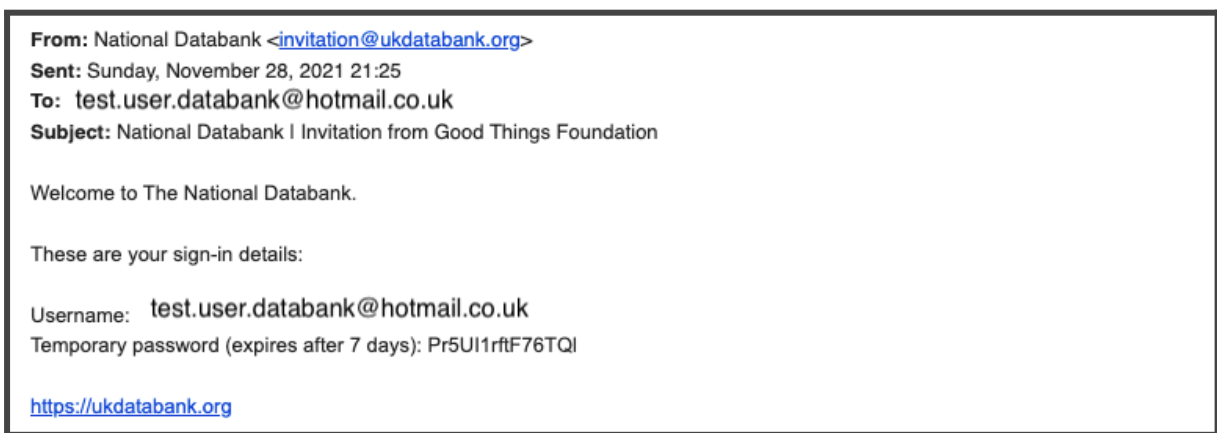
After your organisation's application has been approved, SIMs will be delivered to the delivery address provided on your application form. 3 months worth of SIMs will be delivered to provide an initial stock (10% of these will be Three SIMs, 45% will be O2 and 45% will be Vodafone). Please store these securely.

Once most of these have been distributed, please request more SIMs as required using the [additional SIM request process](#).

## Logging in to the Databank website for the first time

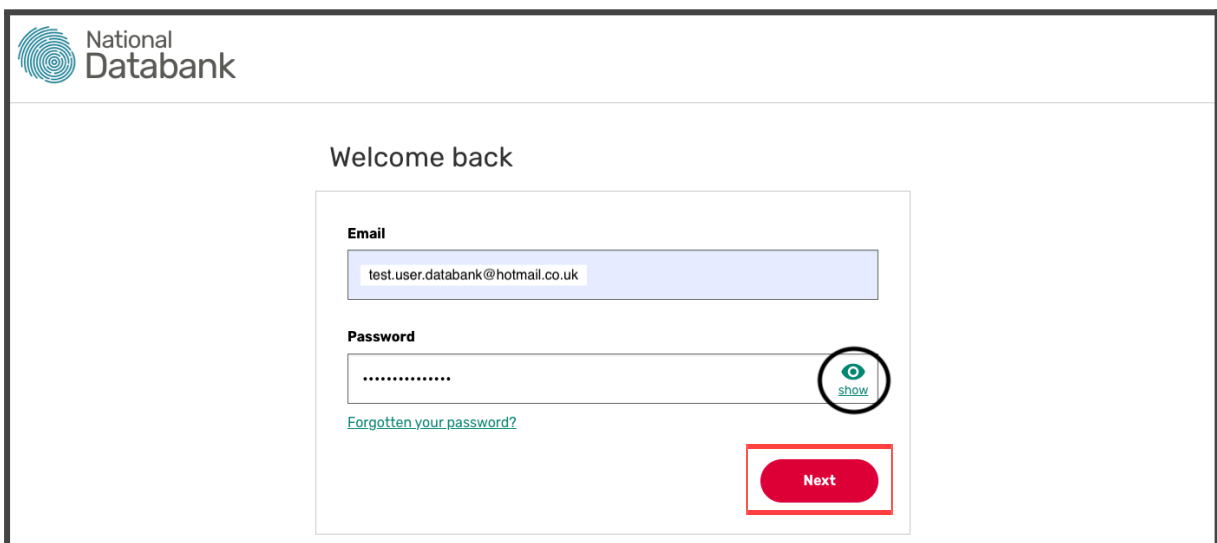
**Step 1:** You will receive an email from [invitation@ukdatabank.org](mailto:invitation@ukdatabank.org) with instructions on how to register.

Tip: if you haven't received an email, check your junk or spam folders.



The email will contain your username, temporary password and link to the National Databank website.


**Step 2:** Select the link and enter your username and password. Then select 'Next'.



National Databank

Welcome back

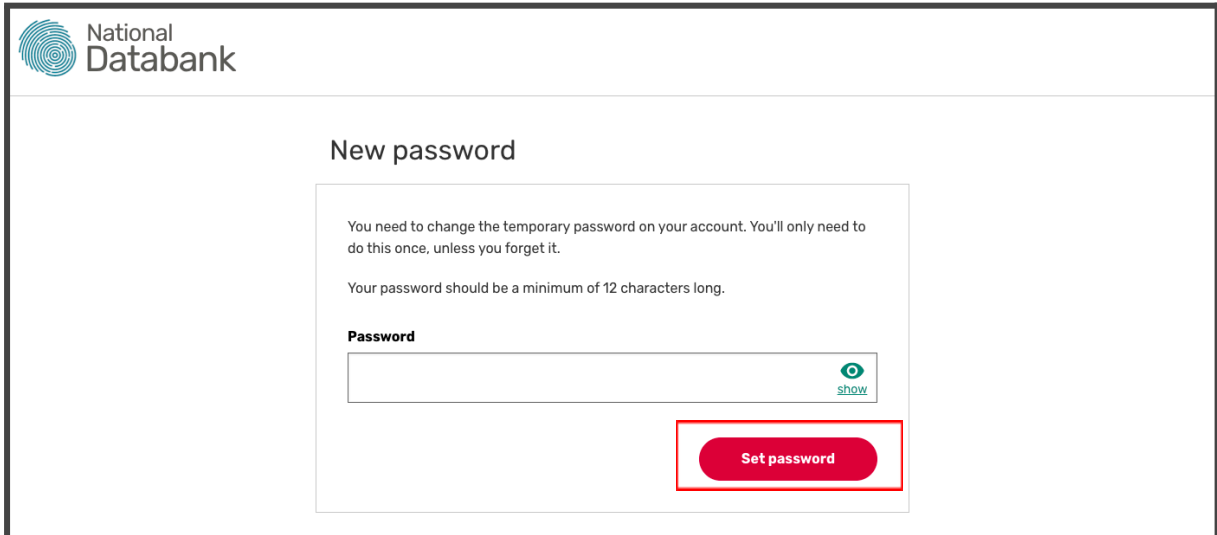
**Email**

**Password**  
 

[Forgotten your password?](#)

Tip: select the 'Show' icon to reveal the details entered on the password field.

**Step 3:** Enter a new password. This must be a minimum of 12 characters long. Then select 'Set password'.



National Databank

## New password

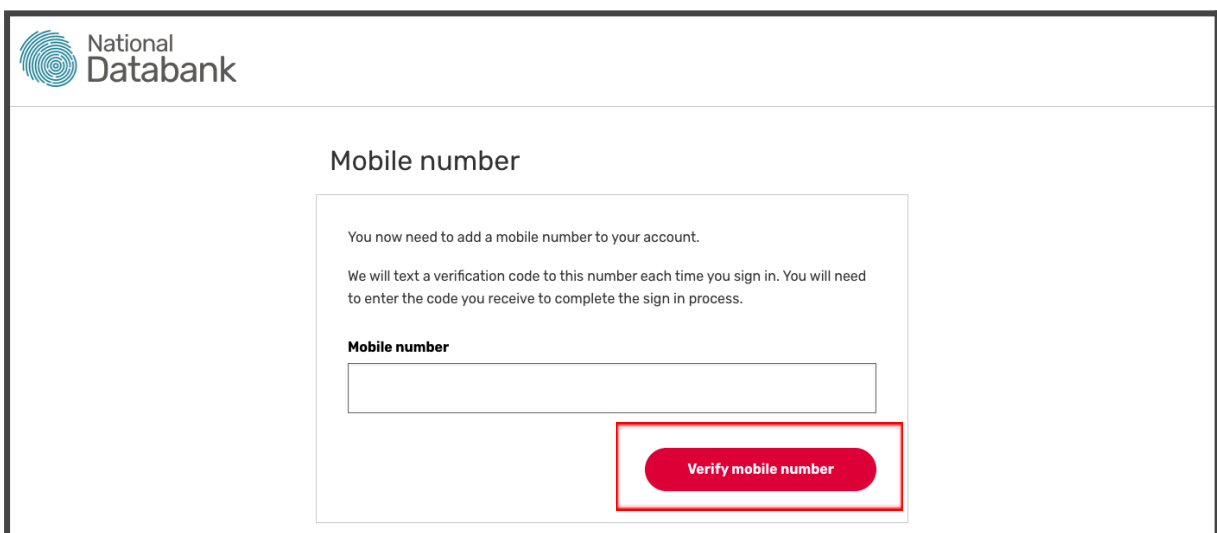
You need to change the temporary password on your account. You'll only need to do this once, unless you forget it.

Your password should be a minimum of 12 characters long.

**Password**

show

**Step 4:** You will then need to enter a mobile number to set up 2 Factor Authentication. Note: you need to have access to this number every time you log into the National Databank website. Enter the mobile number and press 'Verify mobile number'.



National Databank

## Mobile number

You now need to add a mobile number to your account.

We will text a verification code to this number each time you sign in. You will need to enter the code you receive to complete the sign in process.

**Mobile number**

**Step 5:** within a few seconds, you should receive a text message that includes a verification code.

**Step 6:** Enter the verification code on the National Databank website and select



# Good Things

'Sign in'.

**Step 7:** Review the terms and conditions, and scroll down to select 'Accept the terms and conditions'. This step will only be necessary the first time that you log in.


### Terms and conditions

Please review the terms and conditions below. Scroll to the bottom of the box to accept.

**National Databank terms and conditions (the "Terms")**

The following definitions apply to expressions used in these Terms:

**"Beneficiary" or "Beneficiaries"** means anyone in recipient of products and services from the National Databank;

**"Data Poverty"** means "individuals, households or communities who cannot afford sufficient, private and secure mobile or broadband data to meet their essential needs" being the definition taken from Nesta report entitled [What is Data Poverty](#)  dated 8 Dec. 2020;

**"Good Things Foundation"** means Good Things Foundation a company registered in England and Wales with company number 5887661 that is also a charity registered in England and Wales with charity number 1165209 whose registered office is at Floor 3, Kollider, Angel Street, Sheffield S3 8LN;

**Step 8:** You now have access to the National Databank Website. The screen you will see is the Dashboard page.

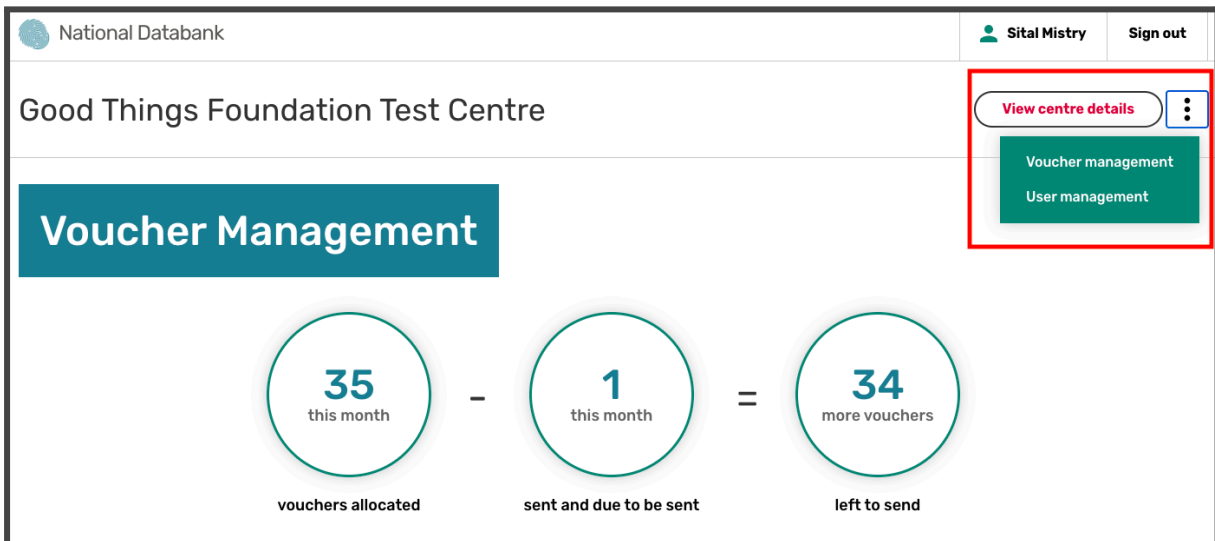


## Adding and removing users

How do I give other people in my organisation access to the National Databank website?

**Step 1:** Log on to the National Databank website (<https://ukdatabank.org/>).

**Step 2:** Select the 3 dots in the top left hand corner and select User Management from the list.



National Databank Sital Mistry Sign out

Good Things Foundation Test Centre

**Voucher Management**

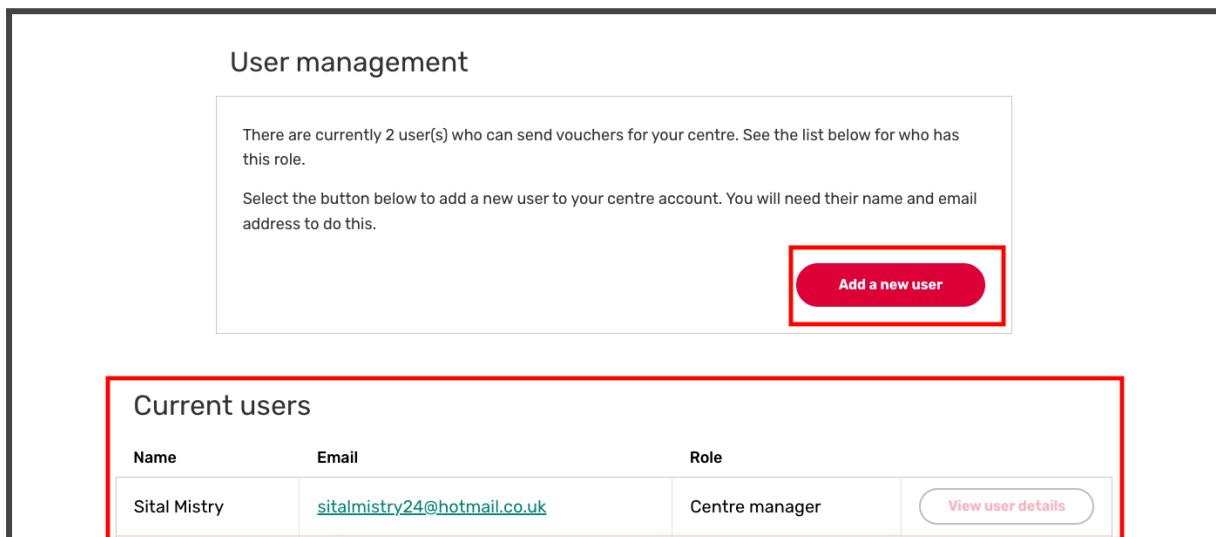
35 this month - 1 this month = 34 more vouchers

vouchers allocated      sent and due to be sent      left to send

View centre details  
Voucher management  
User management

**Step 3:** Select 'Add a new user'.

Note: you will see any existing users of the website in the Current users section at the bottom of the screen.



User management

There are currently 2 user(s) who can send vouchers for your centre. See the list below for who has this role.

Select the button below to add a new user to your centre account. You will need their name and email address to do this.

Add a new user

**Current users**

Name	Email	Role
Sital Mistry	<a href="mailto:sitalmistry24@hotmail.co.uk">sitalmistry24@hotmail.co.uk</a>	Centre manager

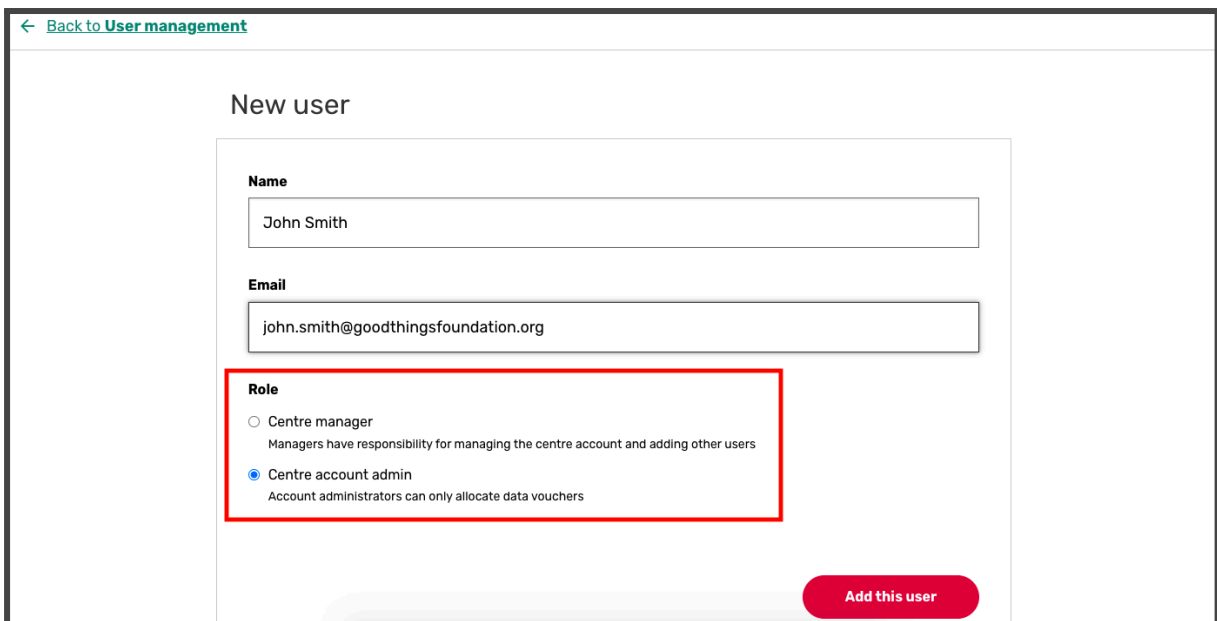
View user details



**Step 4:** On this screen you will then need to enter the name and email address of the person you wish to add. You will then need to choose if you want to set up the new user as a Centre Manager or Centre Account Admin. Select the option you wish and select 'Add this user'.

**Centre Managers:** have responsibility for managing the centre account and adding and removing other users. They can also request an increase to the monthly voucher limit.

**Centre Account Admin:** can only allocate data vouchers



← [Back to User management](#)

### New user

**Name**

**Email**

**Role**

Centre manager  
Managers have responsibility for managing the centre account and adding other users

Centre account admin  
Account administrators can only allocate data vouchers

[Add this user](#)

**Step 5:** You can now see a new user has been created. The user will receive an email containing their username, temporary password and a link to the site. They can follow the 'Logging in to the Databank website for the first time' section for details on how to get set up.

## How do I remove a user from the National Databank website?

Note: As a Centre Manager, it is your responsibility to ensure that users for your Centre are managed and updated. When staff or volunteers leave your organisation, you must ensure they are removed from the National Databank website as soon as possible.

**Step 1:** Log on to the National Databank website.



**Step 2:** Select the 3 dots in the top left hand corner and select User Management from the list.

**Step 3:** Scroll down the screen till you see the Current users section. Find the user you wish to remove and select 'View user details'.

Current users

Name	Email	Role	
John Smith	<a href="mailto:john.smith@goodthingsfoundation.org">john.smith@goodthingsfoundation.org</a>	Center admin	<a href="#">View user details</a>
Sital Mistry	<a href="mailto:sital.mistry@goodthingsfoundation.org">sital.mistry@goodthingsfoundation.org</a>	Centre manager	<a href="#">View user details</a>
Thomas Lee	<a href="mailto:test.user.databnk@goodthingsfoundation.org">test.user.databnk@goodthingsfoundation.org</a>	Center admin	<a href="#">View user details</a>

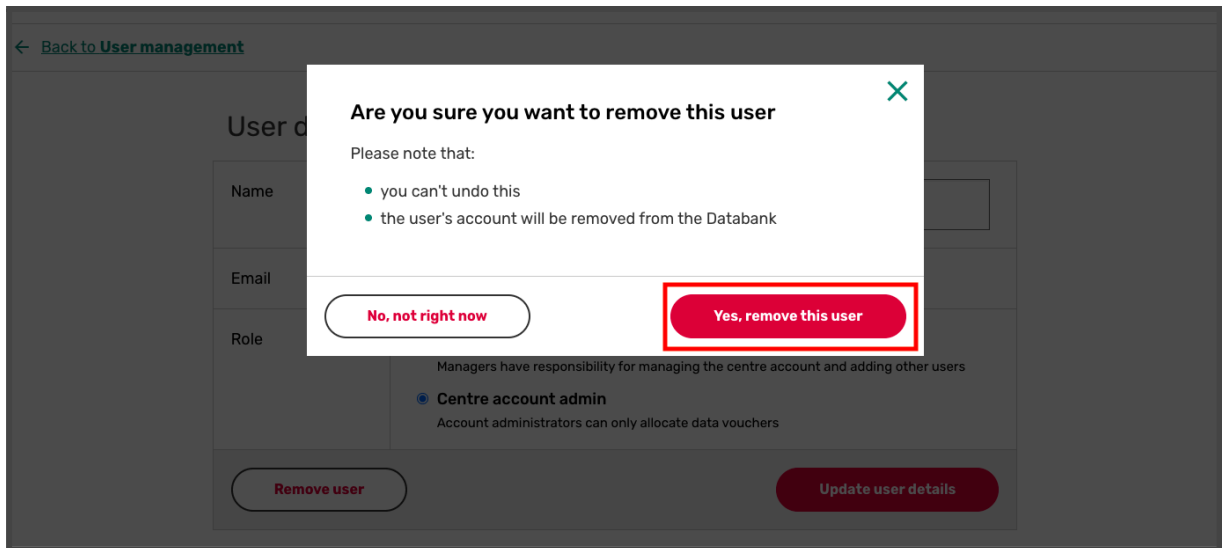
<< Previous Next >>

**Step 4:** Select 'Remove user'.

User details

Name	<input type="text" value="John Smith"/>
Email	<a href="mailto:john.smith@goodthingsfoundation.org">john.smith@goodthingsfoundation.org</a>
Role	<p><input type="radio"/> Centre manager Managers have responsibility for managing the centre account and adding other users</p> <p><input checked="" type="radio"/> Centre account admin Account administrators can only allocate data vouchers</p>
<p><a href="#">Remove user</a> <span style="float: right;"><a href="#">Update user details</a></span></p>	

**Step 5:** Read the instructions on screen, then select 'Yes, remove this user'.



**Step 6:** You will see a message to say the user has been removed.

Note: if you are unable to remove a user because they are a Centre Manager, email [devicesanddata@goodthingsfoundation.org](mailto:devicesanddata@goodthingsfoundation.org) with your Centre Name and colleague you wish to remove and we will action this on your behalf.

## How to Reset a Password

### Issuing a new temporary password

Temporary passwords expire after 7 days from being issued. If someone has not used theirs to log in during this time, a colleague with a Centre Manager account can issue a new temporary password for them using these steps:

**Step 1:** Log in to the Databank website, and select the 3 dots in the top right hand corner. Then select 'User Management'.

**Step 2:** Find the user in the list and select 'View user details'

Current users		
Name	Email	Role
Test Person	<a href="mailto:bryony.evans+6@goodthingsfoundation.org">bryony.evans+6@goodthingsfoundation.org</a>	Centre admin

The 'View user details' button is highlighted with a red box.



**Step 3:** Select 'resend invitation email'. A new temporary password email will be sent to the user immediately.

If they have not received this, please advise them to check their junk or spam folders in case it has been diverted there in error.

### User details

Name	<input type="text" value="Test Person"/>
Email	<b>bryony.evans+6@goodthingsfoundation.org</b>
Status	<b>Invitation email sent</b> <a href="#">resend invitation email</a>
Role	<p><input type="radio"/> <b>Centre manager</b> Managers have responsibility for managing the centre account and adding other users</p> <p><input checked="" type="radio"/> <b>Centre account admin</b> Account administrators can only allocate data vouchers</p>

[Remove user](#) [Update user details](#)

## Forgotten your password

If a user has already set their own password and it has been forgotten, please use the 'forgotten your password' option on the login page (<https://ukdatabank.org/>).

### Welcome back

**Email**

**Password**

[Forgotten your password?](#)

[Next](#)



## Who is Eligible to Receive Data

Someone receiving data through the National Databank must:

- Be 18+ years old
- AND be from a low income household

And qualifies in one or several of the following statements:

- Has no access or insufficient access to the internet at home
- AND/OR has no or insufficient access to the internet when away from the home
- AND/OR cannot afford their existing monthly contract or top up

## Device Compatibility

The data available via the National Databank is provided by O2, Vodafone and Three. A stock of O2, Vodafone and Three Pay As You Go SIM cards are provided to each community partner with access to the National Databank.

**Please note** - a data recipient's device would need to be either unlocked or compatible with O2, Vodafone or Three SIM cards to allow data from the Databank to be used.

To check if a device is unlocked there are several options available:

1. You can try using two different SIM cards from different providers in the device and check if both work. This is often the quickest and easiest way to check.
2. Contacting the provider - You'll need to have the mobile's IMEI number handy. They'll process the IMEI number so they can identify if the handset is blocked or not. Instructions for this vary according to the provider.

3. Checking phone settings - If you've got an iPhone, you can follow these steps:

- Open Settings
- Tap Mobile Data
- Look for an option of Mobile Data Network
- If you find the Mobile Data Network button, the phone is likely to be unlocked. The option will not appear for users on a locked device.

If you've got an Android phone, you can follow these steps:

- Open Settings
- Mobile Networks > Network Operator
- Check if you can see other networks
- If you can see other networks when following these steps, then your phone is likely unlocked.

## Data Available

Network	Data	How to activate
O2	25GB data, free calls and texts to the UK & 50 minutes of International calls to 42 countries for 30 days (can be issued for 1 - 12 months)	Data vouchers (compatible with O2 Pay As You Go SIM cards, received through the National Databank only)  Issue vouchers at <a href="https://ukdatabank.org/">https://ukdatabank.org/</a>
Vodafone	40GB data, free calls and texts for 30 days (renews automatically for 6 months)	SIM cards arrive loaded with data.  Record when gifting at <a href="https://ukdatabank.org/">https://ukdatabank.org/</a>
Three	24GB data (only), one off provision	SIM cards arrive loaded with data

		Record when gifting at <a href="https://ukdatabank.org/">https://ukdatabank.org/</a>
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## Gifting Vodafone and Three data

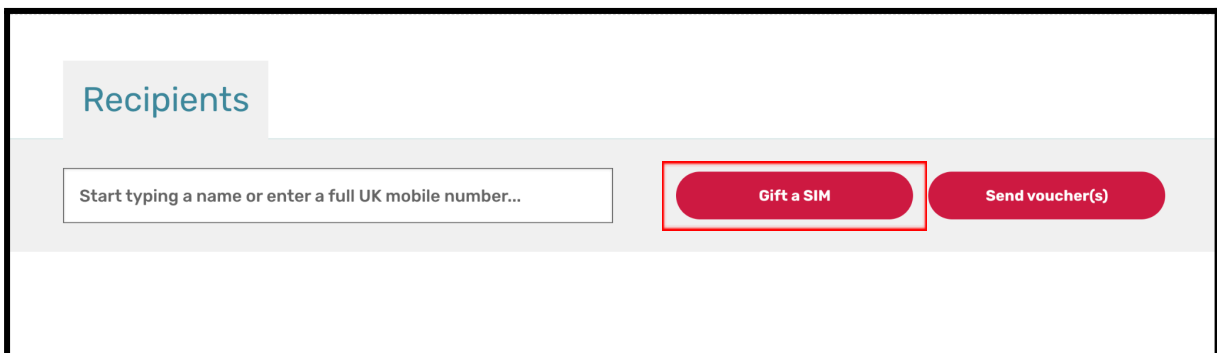
Community partners will receive a stock of **Three SIM cards**. Once activated (by inserting into a device) an allowance of **24GB** is activated. The data available is 24GB in total - it does not refresh monthly. Calls and texts are not included.

Community partners will also receive a stock of **Vodafone SIM cards**. Once activated (by inserting into a device) an allowance of **40GB per month and free calls and texts** will be available for 30 days from activation. This allowance will automatically refresh every 30 days for 6 months.

For both Three and Vodafone data, please log each SIM at the point it is gifted by following the steps below. Please ensure that this is up to date so that when additional SIMs are requested, the Databank website clearly shows that the original SIMs have been gifted out.

**Step 1:** Sign in to the National Databank to be directed to the Dashboard page.

**Step 2:** Scroll down the page till you see the 'Gift a SIM' button. Select 'Gift a SIM'.



**Step 3:** If the recipient consents for their personal details to be stored on the Databank website, select the checkbox and then select Next step.



If they do not consent for their personal details to be stored, leave the checkbox blank and select Next step. Go to step 6 in this guide.

The screenshot shows a "Consent" screen with the following elements:

- Title:** "Consent"
- Text:** "To run the Databank more efficiently, Good Things Foundation needs to collect and store some limited personal details about this recipient. They will need to opt-in to being contacted."
- Link:** A link with a document icon: [Read our informed consent statement](#)
- Text:** "I confirm that the recipient has been informed that their details will be stored securely, in line with [Good Things Foundation's privacy policy](#), and is consenting to Good Things Foundation storing the data provided."
- Form Element:** A checkbox labeled "This recipient consents to their personal data being stored". The checkbox is currently unchecked and is highlighted with a red border.
- Info Box:** A teal box with a white information icon and the text: "What happens now? We need you to choose the data voucher the recipient wants."
- Button:** A red button with white text labeled "Next step", which is highlighted with a red border.

**Step 4:** If the recipient has consented for their details to be stored, you will see the following screen. Enter the person's full name in the name field.

If they also consent to be contacted for further research and/or quality assurance purposes, select the checkbox and complete at least one of the email address or phone number fields.

If they do not consent to be contacted for these purposes, simply leave the checkbox unchecked.



We need you to provide a few details about the recipient.

\* indicates a required response

**Recipient's full name \***

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As part of the Databank service, Good Things Foundation would like to be able to contact the recipient for further research and/or quality assurance purposes.

[Read more about research and quality assurance consent](#)

This recipient consents to being contacted for both purposes

Please enter at least one contact method below \*

**Email address**

**Phone number**

Preferably a mobile number

**Step 5:** Scroll down the screen. Use the radio buttons to select the option that applies, about whether the person has received data from your organisation before, and whether they are being gifted a device too (or have been in the past).

Select 'Next step'.

**Has this recipient previously received data from the Databank? \***

Yes

No

I don't know

**Has this recipient been given a device from the Device Bank? \***

This recipient has been given a device in the past

I'm giving the recipient a device with this data

The recipient hasn't been given a device

I don't know

**What happens now?**  
We need you to choose the data voucher the recipient wants.

**Next step**

**Step 6:** Select the SIM type, then select 'Next step'.

**Step 7:** Enter the mobile number of the SIM, and select 'Confirm mobile number'.

### Mobile number

Vodafone	Vodafone 20GB	<a href="#">↔ Change</a>
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Please enter the mobile number below associated with the SIM card.

**Mobile number for SIM card \***

**What happens now?**  
We just need you to review the details.

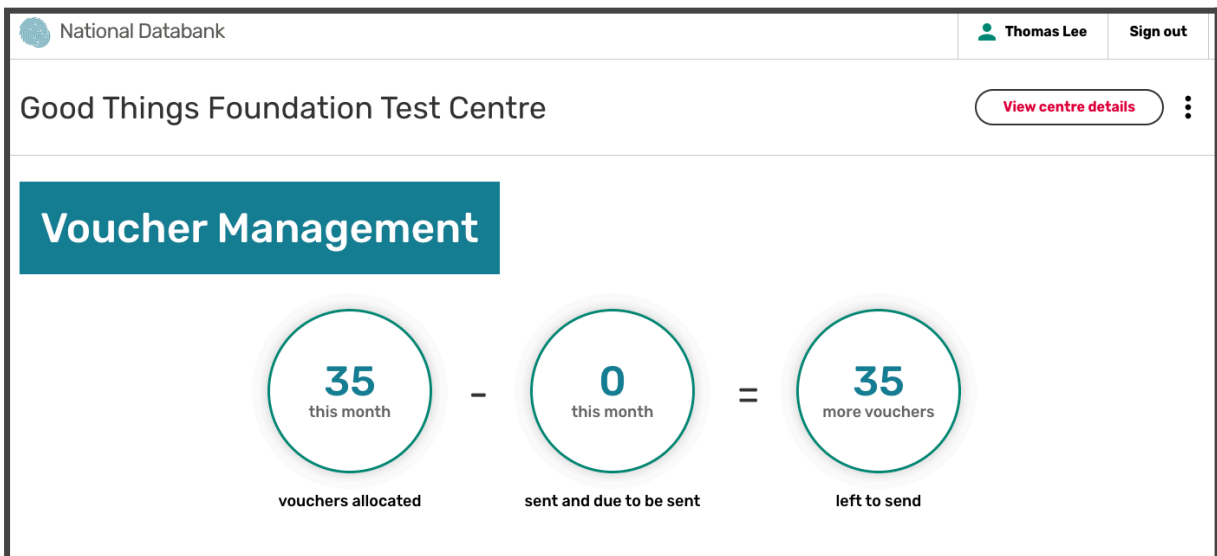
**Confirm mobile number**

**Step 8:** Review the details and select 'Gift this SIM'

## Gifting O2 data vouchers

**Step 1:** Sign in to the National Databank to be directed to the Dashboard page.

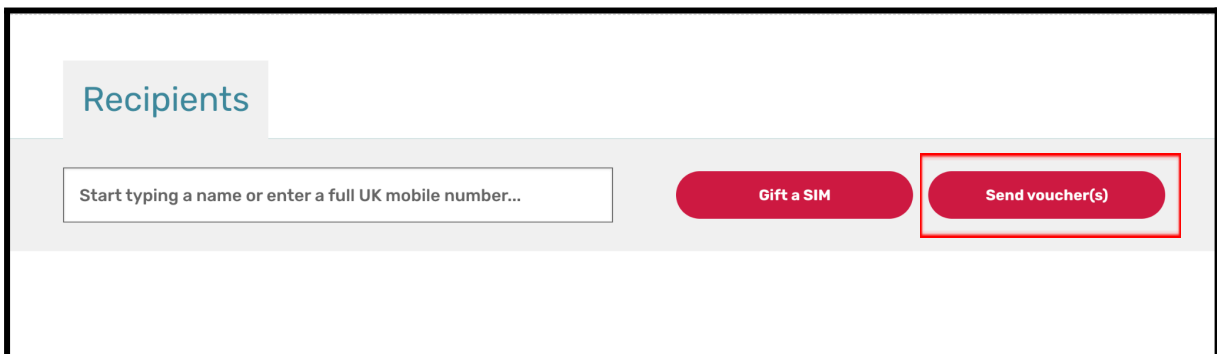
Note: Only SIM cards you have received through the National Databank can be used, if the beneficiary has their own O2 SIM card you will need to port this across Look on the packaging of the SIM card and ensure you have the mobile number for the SIM card to hand before issuing data vouchers.



The screenshot shows the 'National Databank' dashboard for 'Good Things Foundation Test Centre'. The user is logged in as 'Thomas Lee' and can 'Sign out'. The page title is 'Good Things Foundation Test Centre' with a 'View centre details' button. The main section is 'Voucher Management', which displays a summary: 35 vouchers allocated this month, minus 0 sent and due to be sent this month, resulting in 35 more vouchers left to send.

Category	Value
vouchers allocated	35 this month
sent and due to be sent	0 this month
left to send	35 more vouchers

**Step 2:** Scroll down the page till you see the 'Send voucher(s)' button. Select 'Send voucher(s)'.



The screenshot shows the 'Recipients' section of the dashboard. It features a search input field with the placeholder text 'Start typing a name or enter a full UK mobile number...'. To the right of the input field are two buttons: 'Gift a SIM' and 'Send voucher(s)'. The 'Send voucher(s)' button is highlighted with a red border.



**Step 3:** If the recipient consents for their personal details to be stored on the Databank website, select the checkbox and then select Next step.

If they do not consent for their personal details to be stored, leave the checkbox blank and select Next step. Go to step 6 in this guide.

A screenshot of a web form titled "Consent". The form contains the following elements: a paragraph explaining that the Databank needs to collect and store limited personal details for efficiency, with a link to "Read our informed consent statement"; a confirmation statement: "I confirm that the recipient has been informed that their details will be stored securely, in line with Good Things Foundation's privacy policy, and is consenting to Good Things Foundation storing the data provided."; a checkbox labeled "This recipient consents to their personal data being stored", which is highlighted with a red box; a teal information box titled "What happens now?" with the text "We need you to choose the data voucher the recipient wants."; and a red "Next step" button, also highlighted with a red box.

**Step 4:** If the recipient has consented for their details to be stored, you will see the following screen. Enter the person's full name in the name field.

If they also consent to be contacted for further research and/or quality assurance purposes, select the checkbox and complete at least one of the email address or phone number fields.

If they do not consent to be contacted for these purposes, simply leave the checkbox unchecked.



# Good Things

We need you to provide a few details about the recipient.

\* indicates a required response

**Recipient's full name \***

---

As part of the Databank service, Good Things Foundation would like to be able to contact the recipient for further research and/or quality assurance purposes.

[Read more about research and quality assurance consent](#)

This recipient consents to being contacted for both purposes

Please enter at least one contact method below \*

**Email address**

**Phone number**

**Step 5:** Scroll down the screen. Use the radio buttons to select the option that applies, about whether the person has received data from your organisation before, and whether they are being gifted a device too (or have been in the past). Select Next step.

**Has this recipient previously received data from the Databank? \***

Yes  
 No  
 I don't know

**Has this recipient been given a device from the Device Bank? \***

This recipient has been given a device in the past  
 I'm giving the recipient a device with this data  
 The recipient hasn't been given a device  
 I don't know

**What happens now?**  
 We need you to choose the data voucher the recipient wants.

**Next step**

**Step 6:** Select the voucher type, then select 'Next step'.

Choose voucher

	Voucher	Remaining stock	
<input checked="" type="radio"/>	02 20GB	62	<a href="#">? Voucher details</a>

**Step 7:** Use the drop down button to select the number of months you'd like to send the voucher for. Once you have selected the number of months, press 'Next step'.

Note: each data voucher lasts 1 month, therefore, the number of months you select will represent the number of data voucher codes that are sent to the beneficiary.

**Step 8:** You will now be asked to enter the mobile number of the beneficiary. Enter the mobile number and 'Confirm mobile number'.

### Mobile number

02	6 x 20GB monthly data vouchers	<a href="#">↔ Change</a>
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We need you to provide a mobile number that can receive O2 vouchers.

**Recipient's mobile number \***

**What happens now?**

We'll need you to review the recipient's details.

Confirm mobile number

**Step 9:** You will now be taken to a review screen so that you can check the details you have entered are correct. If the details are correct, select 'Send vouchers'.

02	6 x 20GB monthly data vouchers	<a href="#">↔ Change</a>
----	--------------------------------	--------------------------

The mobile number's fine. We're ready to set up the vouchers.

Full name	Test
Consents to be contacted	Yes
Contact phone	<u>07960 192301</u> ●
Received data previously	No
Device from the Device Bank	Yes
Voucher details	6 x 20GB monthly data vouchers
Voucher delivery	<u>07960 192301</u> ●

You can change these details after the setup in the recipient's details page.

**What happens now?**

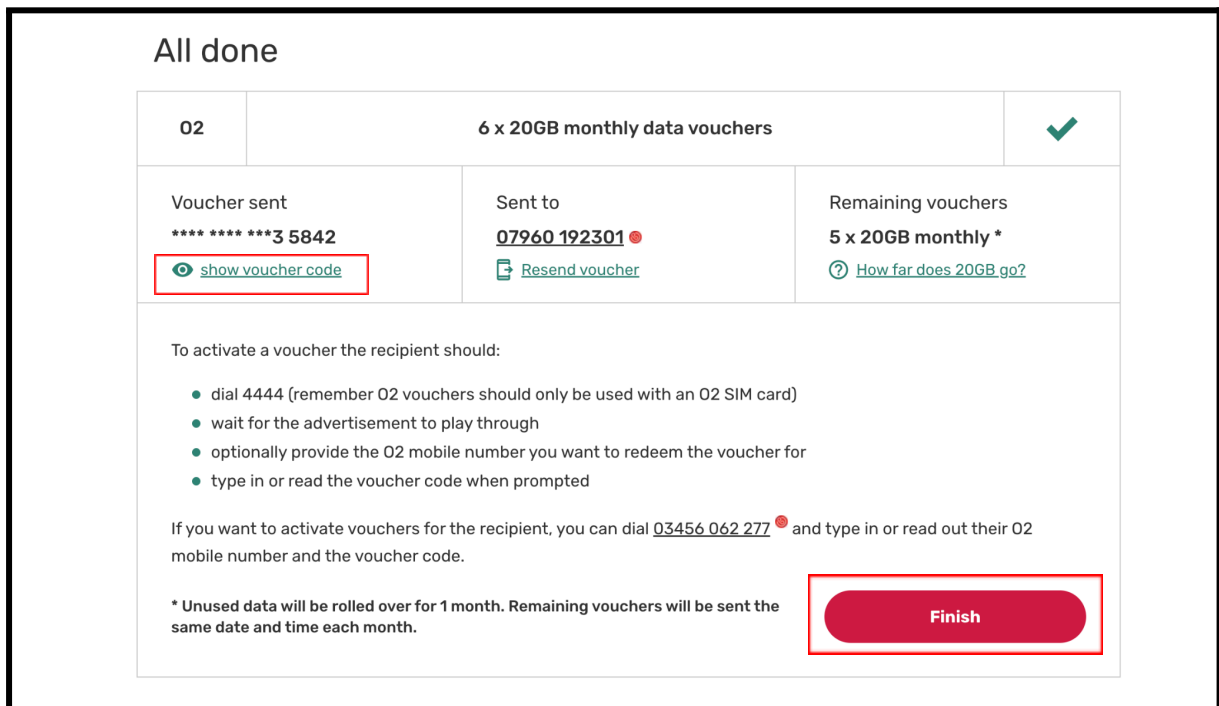
We'll text the voucher to the number above and show you the details.

Send voucher(s)



**Step 10:** You should now be taken to a summary screen that shows you the details of the voucher you have just set up.

Note: on this screen you will be able to access the data voucher code should you need to. Just select 'Show voucher code to reveal the full number'.



**Step 11:** a text message containing the voucher code will be sent to the beneficiaries mobile number. Follow the steps in the section 'Activating the data voucher' below to see how to activate the voucher. Select 'Finish'.

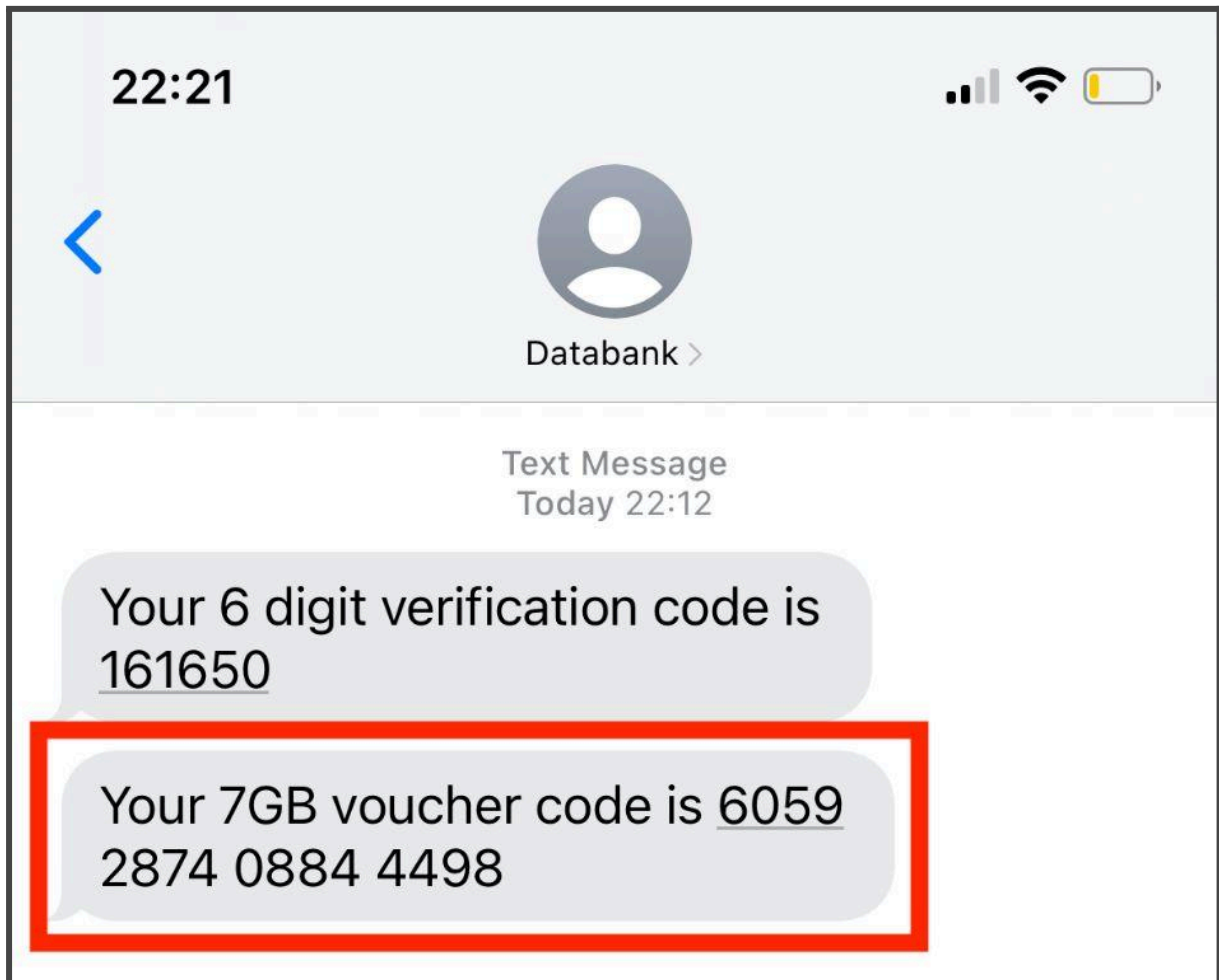
## Activating the data voucher

**Step 1:** In order to activate your data voucher, you will need the 16 digit data voucher code.

Note: the code once activated will only apply the data, calls and text to the SIM card for 1 month. Another voucher code will need to be applied for subsequent months. If you have set up a data voucher code to be sent for multiple months, a new code will be sent to the beneficiary's mobile number on the same date every month, e.g. 25th November, 25th December, 25th January.



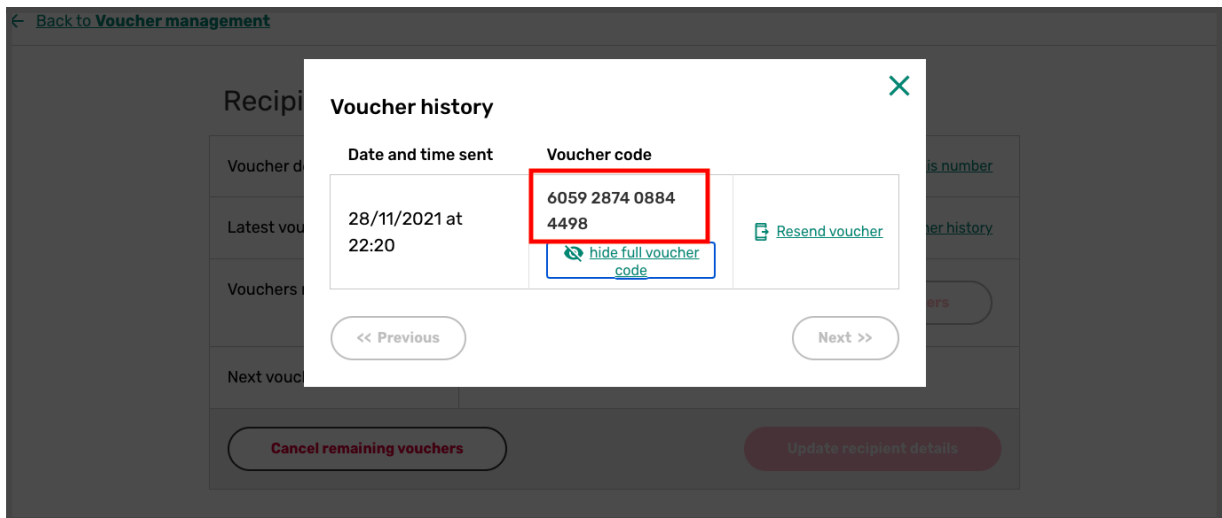
Advise the beneficiary on how to activate the O2 voucher code, and that this will need to be done each month when the new code arrives by text.



**Step 2:** To activate a voucher, the beneficiary will need to:

- dial 4444 from their O2 SIM card
- wait for the advertisement to play through
- optionally provide the O2 mobile number you want to redeem the voucher for (if different to the one they are calling from)
- type in or read out the voucher code when prompted

Note: If you need to activate vouchers on behalf of the recipient, you can dial 08456 062 277 and type in or read out their O2 mobile number and voucher code. You do not need the text message to do this, you will find all the details you need on the Dashboard.



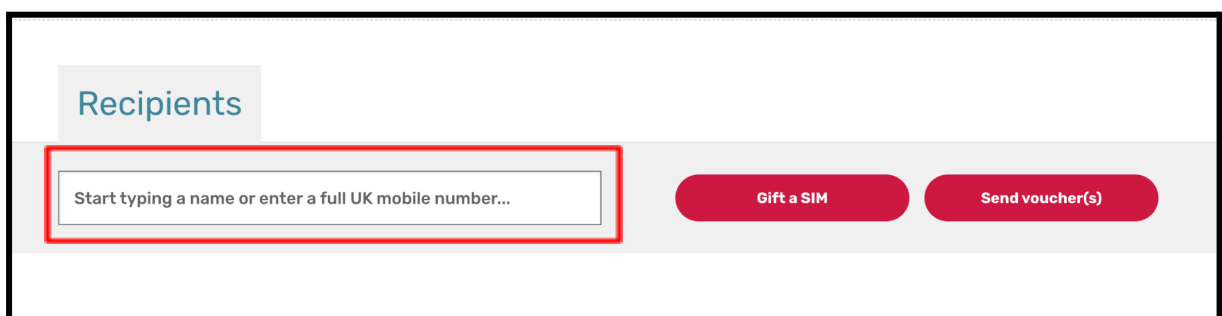
**Step 3:** Once you have followed the steps through calling 4444 or 0345 606 2277 the allowance for data, calls and text will be automatically applied to the SIM card.

## Reviewing and changing information

### Searching for a data recipient's record

**Step 1:** Sign in to the National Databank to be directed to the Dashboard page.

**Step 2:** Scroll down to find the 'Recipients' section.



**Step 3:** Use the box to search for either the phone number or name (if they consented for this to be stored). Press enter.

A list of records linked to that name or number will appear. Select 'view recipient' next to the record you are looking for.

Recipients

×

Test

[07960 192301](#)

02 vouchers

Next voucher: 28/06/2023

[view recipient](#) →

Gift a SIM

Send voucher(s)

## Updating consent for personal details to be stored

**Step 1:** Search for the data recipient using the steps above. Select 'view recipient' to be taken to the 'Recipient details' screen

**Step 2:** If the recipient's consent about their personal details being stored has changed, use the check box to change their preference.

### Recipient details [How does voucher activation work?](#)

Voucher details	02 20GB per month	
Voucher delivery	<a href="#">07960 192301</a>	<a href="#">↔ I need to change this number</a>
Vouchers sent	1	<a href="#">☰ view voucher history</a>
Vouchers remaining	<input style="width: 50px;" type="text" value="5"/>	<a href="#">Send more vouchers</a>
Next voucher	28/06/2023 at 16:00	

The recipient consents to

[☰ Read our informed consent statement](#)

their personal data being stored

**Step 3:** Scroll down to the question about being contacted for research and quality assurance purposes. If you've removed consent for the recipient's details to be stored, you will now see that any entries in the contact fields are now greyed out.

<p>The recipient consents to</p> <p><a href="#">Read our informed consent statement</a></p> <p><a href="#">Read more about research and quality assurance consent</a></p>	<p><input type="checkbox"/> their personal data being stored</p> <p><input checked="" type="checkbox"/> being contacted for research and quality assurance purposes</p>
Full name	<input type="text" value="Test"/>
Contact email	<input type="text"/>
Contact phone	<input type="text" value="447960192301"/>
Previous to these vouchers, had the recipient received data from the Databank?	<p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p><input type="radio"/> I don't know</p>

**Step 4:** Select 'Update recipient details'.

	<p><input checked="" type="radio"/> No</p> <p><input type="radio"/> I don't know</p>
Has this recipient been given a device from the Device Bank?	<p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> I don't know</p>
<p><input type="button" value="Cancel remaining vouchers"/> <input checked="" type="button" value="Update recipient details"/></p>	

**Step 5:** If consent to store details is being removed, you will be asked to confirm by entering 'DELETE' into the box that appears.

✕

## Devices and data informed consent statement

This recipient's personal details (e.g. full name, contact email and/or phone) will be deleted so they will no longer be personally identifiable on the Databank in line with [Good Things Foundation's privacy policy](#)

**Type DELETE to confirm \***

Confirm deletion

**Step 6:** You will now see a notification that the person's details have been updated or deleted from the National Databank.

## Changing the number of O2 data vouchers to be sent

**Step 1:** Search for the data recipient using the steps above. Select 'view recipient' to be taken to the 'Recipient details' screen

**Step 2:** Select the arrow next to the number in the 'vouchers remaining' field. Select the number of vouchers you want to change this to.

### Recipient details ? [How does voucher activation work?](#)

Voucher details	O2 20GB per month	
Voucher delivery	07960 192301 <span style="color: red;">●</span>	↔ <a href="#">I need to change this number</a>
Vouchers sent	<div style="border: 1px solid gray; padding: 5px; display: inline-block;"> <div style="background-color: #4682b4; color: white; padding: 2px 5px; border-radius: 3px;">1</div> <div style="padding: 2px 5px;">2</div> <div style="padding: 2px 5px;">3</div> <div style="padding: 2px 5px;">4</div> <div style="padding: 2px 5px;">✓ 5</div> </div>	☰ <a href="#">view voucher history</a>
Vouchers remaining		<div style="border: 1px solid gray; border-radius: 15px; padding: 10px 20px; display: inline-block; background-color: #f08080; color: white;">                 Send more vouchers             </div>

**Step 3:** Scroll to the end of the screen and select 'Update recipient details'.

Has this recipient been given a device from the Device Bank?

Yes

No

I don't know

Cancel remaining vouchers

Update recipient details


## Cancelling an O2 data voucher subscription

**Step 1:** Search for the data recipient using the steps above. Select 'view recipient' to see the 'Recipient details' screen

**Recipient details** [? How does voucher activation work?](#)

Voucher details	O2 20GB per month	
Voucher delivery	07960 192301 ●	<a href="#">↔ I need to change this number</a>
Vouchers sent	1	<a href="#">☰ view voucher history</a>
Vouchers remaining	<div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">3 ▼</div>	<a href="#">Send more vouchers</a>
Next voucher	28/06/2023 at 16:00	

**Step 2:** Scroll to the end of the screen, and select 'Cancel remaining vouchers'.

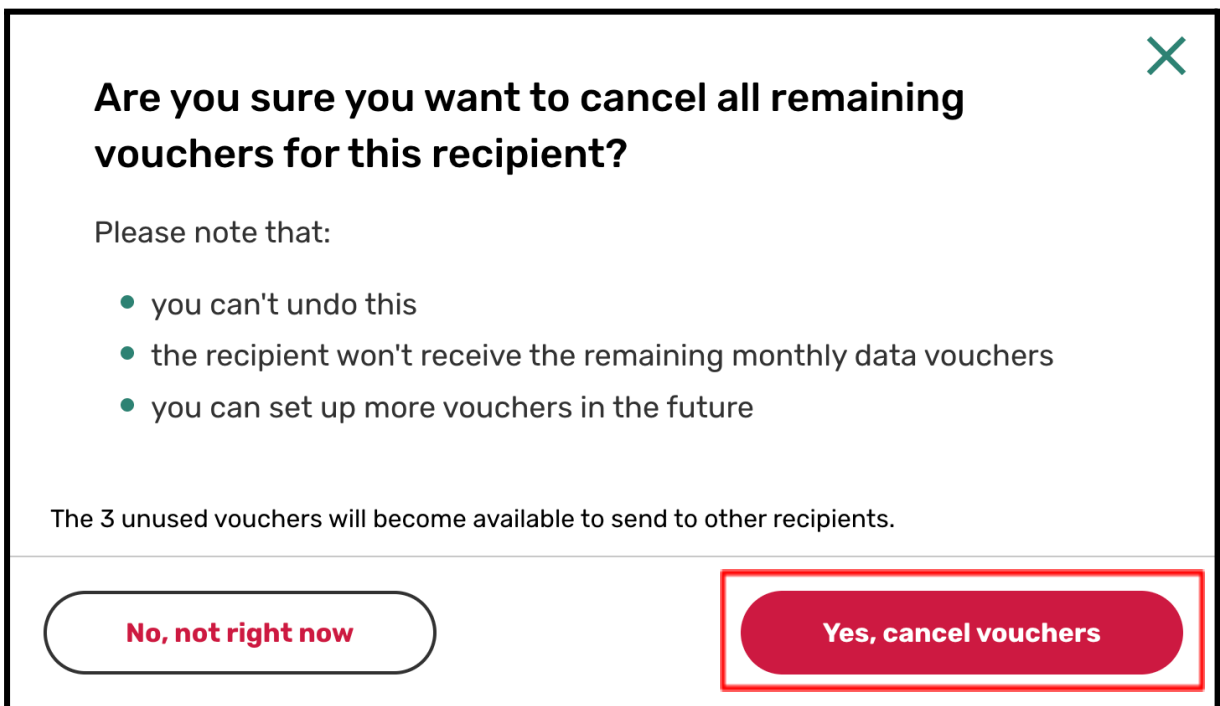


NO  
I don't know

**Cancel remaining vouchers**

Update recipient details

**Step 3:** A message will appear checking that you wish to cancel the remaining vouchers. If you want to proceed, select 'Yes, cancel vouchers'.



**Are you sure you want to cancel all remaining vouchers for this recipient?**

Please note that:

- you can't undo this
- the recipient won't receive the remaining monthly data vouchers
- you can set up more vouchers in the future

The 3 unused vouchers will become available to send to other recipients.

**No, not right now**

**Yes, cancel vouchers**

You will now see a message confirming that the remaining vouchers have been cancelled. The number in the 'Vouchers remaining' field will now be 0.

## Recipient details

i
Remaining vouchers cancelled!
✕

Voucher delivery	<span style="font-weight: bold;">07960 192301</span> <span style="color: red; font-size: 0.8em;">●</span> <span style="float: right; font-size: 0.8em; color: #0070c0;">↔ <a href="#">I need to change this number</a></span>
Vouchers sent	<span style="font-weight: bold;">1</span> <span style="float: right; font-size: 0.8em; color: #0070c0;">☰ <a href="#">view voucher history</a></span>
Vouchers remaining	<div style="display: flex; align-items: center;"> <input style="width: 80px; text-align: center; border: 1px solid #ccc;" type="text" value="0"/> <span style="margin-left: 10px; font-size: 0.8em;">▼</span> </div> <div style="text-align: right; margin-top: 10px;"> <span style="border: 1px solid #ccc; border-radius: 15px; padding: 5px 15px; font-weight: bold; color: red; font-size: 0.9em;">Send more vouchers</span> </div>
Next voucher	No vouchers remaining

## Transferring a phone number

If someone has an existing phone number, they can port this to the new SIM they have been provided with from the National Databank. The instructions for how to do this for Vodafone and O2 SIMs are below:

- Vodafone - [how to keep a phone number](#)
- O2 - [how to keep a phone number](#)

Ofcom also provide advice on switching provider and keeping your phone number

(<https://www.ofcom.org.uk/phones-telecoms-and-internet/advice-for-consumers/costs-and-billing/switching/switching-mobile-phone-provider>).

If someone has already been gifted data from the National Databank and then has ported their number over to the SIM, log in to the Databank website to update the phone number using the following steps:

**Step 1:** Log in to the Databank website. Scroll down to the Recipients search field. Enter the phone number or name of the data recipient.



Recipients

Gift a SIM

Send voucher(s)

**Step 2:** Select 'view recipient' on the record you are looking for.

Recipients

Gift a SIM

Send voucher(s)


Test	<b>07960 192301</b>	02 vouchers	Next voucher: 28/06/2023	<a href="#" style="color: #00796b; text-decoration: none;">view recipient →</a>
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**Step 3:** Select 'I need to change this number'.

## Recipient details [? How does voucher activation work?](#)

Voucher details	02 20GB per month		
Voucher delivery	07960 192301	<a href="#" style="color: #00796b; text-decoration: none;">↔ I need to change this number</a>	
Vouchers sent	1	<a href="#" style="color: #00796b; text-decoration: none;">☰ view voucher history</a>	
Vouchers remaining	<input style="width: 50px;" type="text" value="5"/>	<div style="background-color: #e0e0e0; border-radius: 10px; padding: 5px 15px; display: inline-block;">Send more vouchers</div>	
Next voucher	28/06/2023 at 16:00		

**Step 4:** Enter the new mobile number and select 'Complete recipient set up'.



To change a recipient's mobile number, we will set up a new recipient in the Databank.

Data currently on the recipient's mobile is still usable and you will be able to view the old number's history.

**New mobile number \***

Complete recipient setup

The phone number linked to the account will now be updated. If the recipient is receiving O2 data vouchers, any remaining vouchers will be sent to the new number in future.

## Requesting additional SIMs

Once your stock of SIMs is running low, you can request additional SIMs. Please note:

- There is no need to apply again for access to the Databank using the full application form. Once you have access, we want to keep providing access to data.
- SIMs can take up to 4 weeks to arrive so we recommend keeping some stock to cover this period.
- Additional SIM requests must be made by people with Centre Manager accounts.
- Please ensure that stock of SIMs from all networks has been used before requesting additional SIMs, and that SIMs you have issued have been logged as gifted on the Databank website. We want to ensure that data donated to the National Databank can go to support as many people as possible.



**Step 1:** Log in to the Databank website. Scroll down to the SIM cards section of the dashboard. Select 'request more SIMs'.

SIM cards	Gifted this month	
Three 24GB	0	<a href="#">request more SIMs</a>
Vodafone 20GB	1	

**Step 2:** This will open a Google form. Please complete all fields (the form asks for contact information, to confirm the delivery address, and for the number of SIMs required). Press 'submit' at the end of the form.

Requests are reviewed weekly.

## **Frequently asked questions**

### **Q. How can we access devices to gift to people we support?**

- A. You can read more about the Device Bank here - <https://www.goodthingsfoundation.org/our-services/national-device-bank.html>

At present we are open for donations to the scheme from companies or organisations that wish to donate large numbers of devices. When sufficient donations have been received, we will open application forms for community partners to apply to receive and distribute the devices to adults that they support, who are digitally excluded.

### **Q. How can we see other databank hubs in our area?**

- A. A map showing active digital inclusion hubs can be found here: <https://www.goodthingsfoundation.org/find-support>

### **Q. A SIM has been lost or stolen, how do we report this?**

- A. If the person is receiving O2 data vouchers, please log in to the databank website and cancel the voucher subscription using the steps on page 33 of this user guide.

### **Q. We work with partner organisations, how can they also access free data?**

- A. The data provided from the National Databank is for your organisation to gift to people that you support. If you work with partner organisations that would also benefit from access to data to gift out, please signpost them to us (at <https://network.goodthingsfoundation.org/get-support> ). We would be happy to let them know about how to apply themselves, so that they can receive their own stock of SIMs, receive training and access the Databank website.



**Q. What should we do if we are not able to distribute the SIMs and data we have any more?**

- A. If there has been a change within your organisation, it is closing, or for any other reason you are no longer able to distribute the data as planned, please contact Good Things Foundation at <https://network.goodthingsfoundation.org/get-support> to inform us. We will advise on how to return unused SIMs, and will be able to update our records to reflect the closure or change within your organisation.

**Q. Can we issue more than one voucher per month to the same person?**

- A. Each person should only ever receive one voucher per month. Any irregular activity noted by O2 or Good Things Foundation may result in the phone number being disconnected'.