



## DISC HELPS PROTECT YOUR BUSINESS FROM LOW-LEVEL CRIME AND ANTI-SOCIAL BEHAVIOUR

Disc is the secure online information-sharing system that helps protect businesses in more than 550 towns and city-centre across the UK. Now you can use it to protect your own business by reducing low-level business crime and anti-social behaviour in and around your premises. Here's how...

### What is Disc?

You can access Disc through the Disc Desktop, lap-top or through the Disc App.

With it you can:

- quickly access mugshot galleries of local Offenders who are targeted or may be banned from your premises;
- submit Incident Report and Intelligence Reports;
- access 'Alerts' about immediate threats to your property, customers and staff;
- access news, new documents and information about up-coming events;
- use Disc's built-in Instant Messaging system to share urgent Alerts with your fellow members;



- Receive a weekly 'eNewsletter' summarising everything that's been added to your Disc system in the previous seven days.

## Setting up your Disc account

---

To use Disc, you'll need to be invited. As a member of your Disc system we'll send you a Welcome Email with a click-through link to the Disc 'Self-Certification Page'. Click on it...

The Self-Certification Page (*right*) is where you'll enter your contact details, set your password and confirm that you have read, understood and agreed to your scheme's rules.

This is important. The Disc system provides access to personal details of local offenders and other persons of interest, so to comply with Data Protection law it's essential that no-one accesses this information without knowing precisely what they can and can't do with it.

Please tick the boxes displayed to show that you have read, understood and agreed to abide by them.

Once you have completed the Self Certification Page, click on 'Confirm Account' and you're through.

**NORTHTOWN**  
Retail Security Partnership

Northtown Retail Security Partnership account confirmation

Please complete the fields below. Some fields are obligatory. Unless all obligatory fields are completed and you confirm that you have read, understood and agree to abide by the rules of Northtown Retail Security Partnership you will not be able to access the Northtown Retail Security Partnership website.

The information collected here will be used to confirm your identity, ensure your compliance with the rules of Northtown Retail Security Partnership and to monitor your access to Disc. In accordance with the terms of Northtown Retail Security Partnership's Members Privacy Notice. This is to ensure Best Practice and compliance with the Data Protection Act 2018 and other relevant laws relating to the use of personal information. When completing this form please check your spelling and use capital initial letters where appropriate.

**Your Details**

Title\*  
Mr

First name\*  
David

Middle initial

Last name\*  
Simmons

Job title\*  
Security

New password\*  
.....

New password confirmation\*

**Compliance With The Rules Of The Scheme**

You must have read the following document(s), and agree to abide by the rules described therein. You can download the document(s) now by clicking on the document title. If you do not enter 'Yes' against each document below, you cannot proceed to access the website.

Members Privacy Notice  
 Radio Protocol  
 Rules and Protocols of the Scheme

**Online Agreement**

To use this website you must agree to the following conditions:

- That you will abide by all agreements necessary for membership of Northtown Retail Security Partnership, as detailed in Northtown Retail Security Partnership's rules.
- That you will not use any information in this website relating to any individual after the Expiry Date shown for that individual.
- That you will not distribute or display any information in this website to any Third Party unless authorised by Northtown Retail Security Partnership.
- That any violation of these terms and conditions may constitute an offence under the Data Protection Act 2018 and your access to this website may be restricted or withdrawn.

If you wish to agree to the above conditions, please tick the box below:

Yes, I agree

**Confirm Account**

## Two ways to access Disc

---

You can access the information in your Disc system in two different ways: either through the members-only secure website (the 'Disc Desktop') or through the Disc smartphone app (the 'Disc App') – or both. Each provides access to the same information, although the Disc App is usually more convenient.

Once registered, you'll be able to access your Disc system on your PC or Laptop, or on your smartphone via the Disc App. You'll need to download the App from the App Store (for iPhones and iPads) or Google Play Store (for Androids): just search for 'Littoralis Disc App.'

## Accessing and using your Disc Desktop

The first time you complete the Self-Certification process and click on 'Confirm Account' you'll go through to your Disc Desktop. Add it to your browser's 'favourites' or 'bookmarks'.

From now on you can go straight to your Disc Desktop (*right*) at any time: just enter your email address and password in the Disc Desktop's login page.



Just explore the Desktop for yourself – it's easy to find your way around. But if you do need information about how to use it and make the most of it go to **More → Help** in the 'navigation ribbon' at the top of the screen to view or print out the Disc User Guide.

We want to encourage you to submit Incident Reports about Offenders in your area through Disc. To do so, click on either **Browse Offenders** or **Galleries** in the navigation ribbon, find the person you wish to report, click on his/her image and complete the form that opens.

If the person you wish to report isn't in Disc, on the Desktop Homepage click on the big red button marked 'Click here to submit a report', select the type of report you wish to submit and follow the instructions at the top of the page that opens.

## Downloading and using the Disc App

Once you've completed the Self Certification process, you'll be able to download the Disc App – search for 'Littoralis Disc App' in the AppStore for iPhone and iPad or the Google Playstore for Android devices.

Load the App, follow the on-screen instructions to set up your four-digit 'Express Login Code' and you're off.

The App (*below*) has been designed to be as 'intuitive' as possible - just explore it for yourself and you'll soon figure out how to use it. If you need instructions there's a User Guide which you can read by tapping on the 'Query' icon at the top right-hand corner of App Homescreen.

Most users find the Disc App more convenient than the Disc Desktop. The App includes a built-in Instant Messaging system for sharing urgent, important 'alerts' between users.

The App makes the most of your smartphone's camera and voice-to-text functions to make reporting and uploading images even quicker and more efficient.

To submit a report about an Offender in your Disc App, just tap on 'Submit a Report' on the App homescreen; add a new Offender by tapping on **Submit a Report** → **Add new Offender**.

For more information contact your local Disc Administrator

