Start here – the policies and procedures you need

for better security

Action plan

| **Question** | **Tooltip**  | **Actions you need to take** |
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| **What is your organisation’s Information Commissioner’s Office (ICO) registration number?** | Registration with the ICO is a legal requirement for every organisation that processes personal information, unless they are [a not for profit organisation that qualifies for an exemption](https://ico.org.uk/media/for-organisations/documents/1567/exemption-from-registration-for-not-for-profit-organisations.pdf) or do not use any computers or electronic systems e.g. emails, fax, text messages etc. If your organisation is not already registered, you should register as a matter of urgency using the following link <https://ico.org.uk/for-organisations/data-protection-fee/>. You can check whether you are registered and what your ICO registration number is on the Information Commissioner's Office website <https://ico.org.uk/esdwebpages/search>. The not for profit exemption is very limited in scope and it is unlikely that regulated care providers will be exempt. If you are not sure if your organisation needs to register, and pay a fee to the ICO, you can take the ICO’s [registration self-assessment](https://ico.org.uk/for-organisations/data-protection-fee/self-assessment/) to check. If your organisation does not have to register with the ICO, write “Exempt organisation” in the text box. |  |
| **Does your organisation have up to date policies in place for data protection and for data and cyber security?** | Confirm that your organisation has a policy or policies in place to cover:* data protection
* data quality
* record keeping
* data security
* and, where relevant, network security

The policy or policies should be reviewed and approved by the management team or equivalent within the last 12 months. There is no set number of how many policies your organisation has to have on these topics as the different sizes and complexity of organisations means that some will have one all-encompassing policy, whilst others may have multiple policies.Policy templates are available from Digital Social Care <https://www.digitalsocialcare.co.uk/latest-guidance/template-policies/> |  |
| **Does your organisation’s data protection policy describe how you keep personal data safe and secure?**  | Your policy should describe how your organisation keeps personal data safe and secure. It should set out, for example: how you might use codes instead of names when sharing data with others; how you might secure or encrypt messages so that only authorised people can read them. This is called ‘data protection by design’. Your policy should also set out, for example: how you only collect the minimum amount of data that you need, how you limit access to only those who need to know, keep the data for as short a time as possible, and how you let people know what you do with their data. This is called ‘data protection by default’. There is guidance on data protection by design and by default on the [ICO’s website](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/data-protection-by-design-and-default/). The Data Protection Policy template that is available from Digital Social Care covers this subject <https://www.digitalsocialcare.co.uk/latest-guidance/template-policies/> |  |
| **Does your organisation have a timetable which sets out how long you retain records for?** | Your organisation should have in place and follow a retention timetable for all the different types of records that it holds, including finance, staffing and care records. The timetable should be based on statutory requirements or other guidance.Further information is available from Digital Social Care [Webpage under development] |  |
| **Does your organisation’s data protection policy describe how you identify and minimise risks to personal data when introducing, or changing, a process or starting a new project involving personal data?**  | Your policy should describe the process that your organisation has in place to make sure that it systematically identifies and minimises the data protection risks of any new project, process or plan that involves processing personal data. For example, when you introduce a new care recording system; if you install CCTV; if you use new remote care or monitoring technology; if you share data for research or marketing purposes.This type of risk assessment is called a Data Protection Impact Assessment (DPIA). Your organisation should consider whether it needs to carry out a DPIA at the early stages of any new project if it plans to process personal data. A DPIA should follow relevant guidance from the [Information Commissioner’s Office](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/data-protection-impact-assessments/) (ICO). Guidance and example DPIAs are available from Digital Social Care [webpage under development] |  |
| **Does your organisation have an up to date list of the ways in which it holds and shares different types of personal and sensitive information?**  | To be compliant with data protection legislation you must have a list or lists of the different ways in which your organisation holds personal and sensitive information (e.g. filing cabinet, care planning system, laptop). This list is called an Information Asset Register (IAR) and it should detail where and how the information is held and how you keep it safe.You should also have a list or lists of the types of personal data that are shared with others, for example needs assessments, prescriptions, payslips, care plans. This list is called a Record of Processing Activities (ROPA) and should detail how the data is shared and how your organisation keeps it safe. It is fine to have either two separate documents or a single document that combines both lists. The list(s) should be reviewed and approved by the management team or equivalent within the last 12 months. Upload the document(s) or link to the document or specify where it is saved. Example IARs and ROPAs are available from Digital Social Care <https://www.digitalsocialcare.co.uk/latest-guidance/how-to-document-your-data-processing/> |  |
| **Does your organisation have a list of its suppliers that handle personal information, the products and services they deliver, and their contact details?**  | Your organisation should have a list or lists of the external suppliers that handle personal information such as IT or care planning systems suppliers, IT support, accountancy, DBS checks, HR and payroll services, showing the system or services provided. If you have no such suppliers, then tick and write “Not applicable” in the comments box. A template example is available from Digital Social Care <https://www.digitalsocialcare.co.uk/latest-guidance/template-policies/>  |  |
| **Does your organisation have a privacy notice(s)?** | Your organisation must set out in clear and easily understood language what it does with the personal data it processes regarding the people it supports, staff and volunteers, and members of the public, for example relatives or other professionals etc. This is called a privacy notice and there may be more than one privacy notice e.g. one notice for staff and one for the people you support. Your organisation’s privacy notice(s) should be made available to these people and inform them about their rights under data protection legislation and how to exercise them. It is good practice to publish your privacy notice on your website if you have one.An example privacy notice is available from Digital Social Care <https://www.digitalsocialcare.co.uk/latest-guidance/how-to-document-your-data-processing/> |  |
| **Is your organisation compliant with the national data opt-out policy?** | The national data opt-out gives everyone the ability to stop health and social care organisations from sharing their confidential information for research and planning purposes, with some exceptions such as where there is a legal mandate/direction or an overriding public interest, for example, to help manage the covid-19 pandemic.As a care provider, you should help the people who use your services to understand that they can opt out of their data being used for other purposes. You should check that your policies, procedures, and privacy notice cover the opt out.All health and social care CQC-registered organisations in England must be compliant with the national data opt out by 31 March 2021.More detailed guidance that gives advice about compliance with the national data opt-out policy is available from <https://digital.nhs.uk/services/national-data-opt-out-programme/compliance-with-the-national-data-opt-out> and from Digital Social Care <https://www.digitalsocialcare.co.uk/national-data-opt-out/> |  |
| **Does your organisation carry out regular data protection spot checks?** | Your organisation should carry out spot checks that staff are doing what it says in the data protection and/or staff confidentiality policy or guidance. These should be undertaken at least every year. They could be part of other audits that you carry out. It is good practice to keep evidence that spot checks have been carried out, including details of any actions, who has approved the actions and who is taking them forward, if applicable.There is an example audit checklist that you can download from Digital Social Care <https://www.digitalsocialcare.co.uk/latest-guidance/template-policies/>  |  |
| **If your organisation destroys any records or equipment that hold personal data, how does it make sure that this is done securely?**  | It is important that when there is no longer a valid reason to keep personal data that it is disposed of securely. This applies to paper documents, electronic records and equipment, such as old computers and laptops, mobile phones, CDs and memory sticks. If anyone in your organisation destroys any records or equipment themselves, such as shredding documents, briefly describe how the organisation makes sure that this is done securely. If you do not destroy records or equipment yourselves, or only use a third party to do so, write “Not applicable” in the text box.Digital Social Care has a Record Keeping policy that has details on the safe destruction of personal data [https://www.digitalsocialcare.co.uk/](https://www.digitalsocialcare.co.uk//latest-guidance/template-policies/)[/latest-guidance/template-policies/](https://www.digitalsocialcare.co.uk/latest-guidance/template-policies/) |  |
| **If your organisation uses third parties to destroy records or equipment that hold personal data, is there a written contract in place that has been reviewed within the last 12 months? This contract should meet the requirements set out in data protection regulations.** | It is important that when there is no longer a valid reason to keep personal data that it is disposed of securely. This applies to paper documents, electronic records and equipment, such as old computers and laptops, mobile phones, CDs and memory sticks. If your organisation uses a contractor to destroy any records or equipment, such as a document shredding company or IT recycling organisation, then the contract(s) or other written confirmation (such as a customer service agreement) with third parties must include the requirement to have appropriate security measures in compliance with the General Data Protection Regulations (GDPR) and the facility to allow audit by your organisation. Details are available from the ICO <https://ico.org.uk/media/for-organisations/documents/1475/deleting_personal_data.pdf>. If you do not use third parties to destroy records or equipment, then tick and write “Not applicable” in the comments box.Advice on contracts for secure disposal of personal data is available from Digital Social Care <https://www.digitalsocialcare.co.uk/latest-guidance/contract-guidance/> |  |