



Start here: How to register for the Data Security and Protection Toolkit (DSPT)

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Jackie Daru

Institute of Public Care, Oxford Brookes University

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What we'll be covering in this webinar

- The Data Security and Protection Toolkit (DSPT) – what is it and why use it?
- How to register
- Common issues with registration:
 - Finding the right code for your organisation
 - Not being able to register – someone else got there first
 - How to reset your password
- Your questions
- After registration – what next? And what support?
- Where to find help
- Useful links



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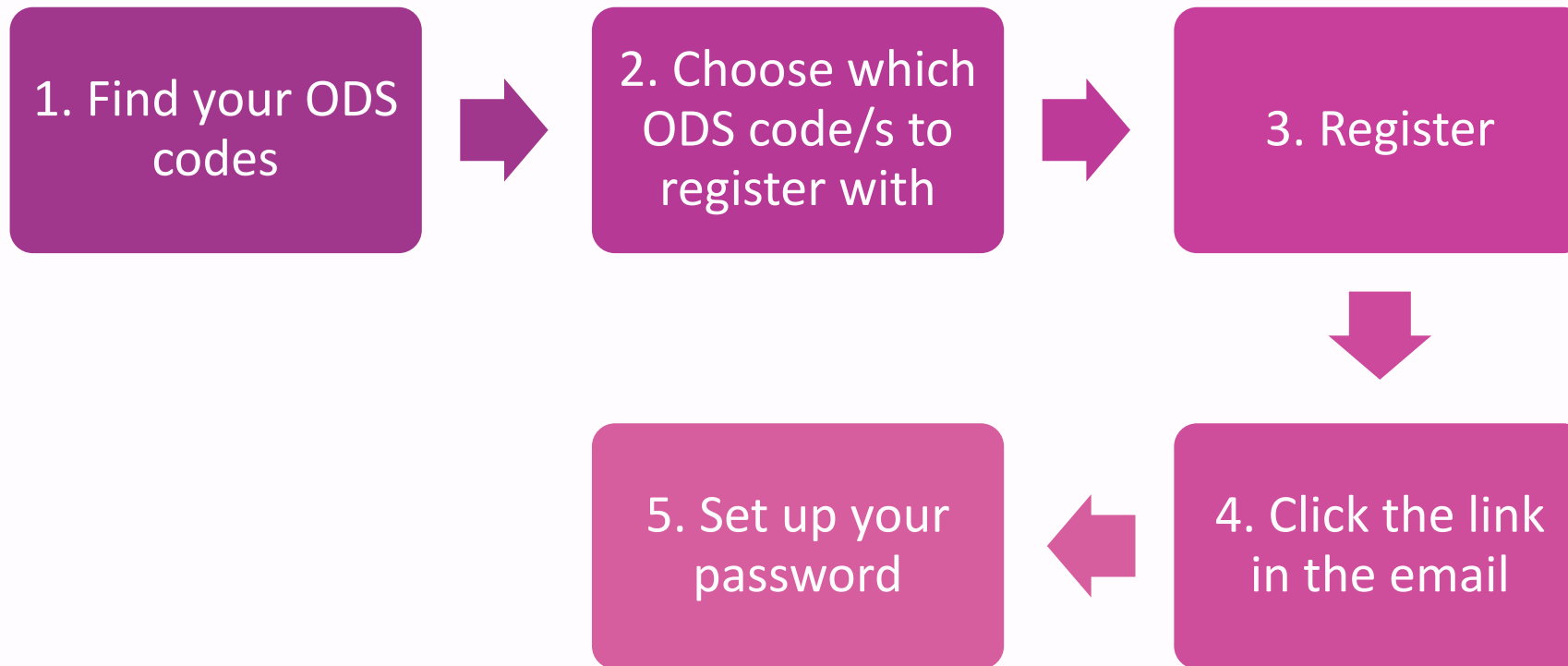
Data Security and Protection Toolkit (DSPT) – what is it and why use it?

- The DSPT is a really helpful guide and self-assessment tool for data security in social care
- It will help you keep people’s confidential information safe
- It will help protect your business from the risk of being fined for a data breach and from the disruption of a cyberattack
- The DSPT will demonstrate compliance with **legal and** CQC requirements
- It’s what local councils and CCGs will expect you to have
- The DSPT will be your passport to shared care records with health services, enabling you to be part of a truly joined up care network with the interests of the people you support and care for at the centre of it

How to register for the Toolkit



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Find your ODS codes – what codes are there?

- For **single sites**, for example:
 - a single care home
 - a home care agency with one CQC registered office



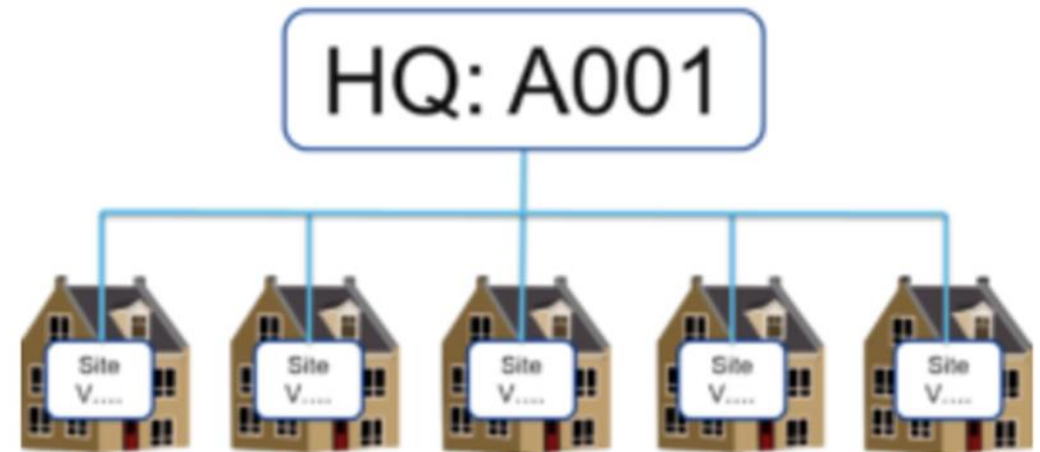
Register with your V code



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Find your ODS codes – what codes are there?

- For **multi sites**, for example:
 - a group of care homes



Register with your A code
Your registration will cover all sites



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Find your ODS codes – what codes are there?

- For more complex **multi sites**, for example:
 - Several branches
 - And/or
 - More than one type of service provided e.g. care homes and home care



Seek advice from the helpdesk

0300 303 4034 or exeter.helpdesk@nhs.net





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For multi-sites – how many Toolkits should you complete?

For **multi sites** you can:

- Complete **one** Toolkit for **all** locations
- Complete **two or more** Toolkits to cover **all** locations
- To **decide which is right** for your organisation, do all of your locations:
 - Have the same induction and training arrangements for data and cyber security?
 - Have the same policies and procedures?
 - Have the same data security and data breach arrangements?
 - Have the same IT arrangements?
- If **Yes** complete one Toolkit
- If **No** complete more than one Toolkit

If you're not sure, seek advice

Find your ODS codes



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- To find your HQ code go to <https://odsportal.hscic.gov.uk/Organisation/Search>
- Or, search for 'ODS Portal' and choose Organisation/Practitioner search
- If you cannot find your code, or aren't sure which one/s to use, contact the Exeter helpdesk on 0300 303 4034, or email exeter.helpdesk@nhs.net

3 Register



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- <https://www.dsptoolkit.nhs.uk/Account/Register>
- Or, search for 'DSPT' and choose the first link, then choose Register

[Continue to questions](#)

- Choose

Register


Choose Your Organisation

In order to use the Data Security and Protection Toolkit, please provide the ODS Code of the organisation you wish to register with.

ODS Code:

You can look up your organisation code via the [ODS Portal](#) or alternatively [contact us](#).

Please enter the Captcha code displayed:

[Try a different image](#)

If you are having problems please [contact us](#)

[Continue](#)

3 Register – fill out your details



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User Details

In order to use the Data Security and Protection Toolkit, please provide your contact details.

Email:

First Name:

Last Name:

Telephone (optional):

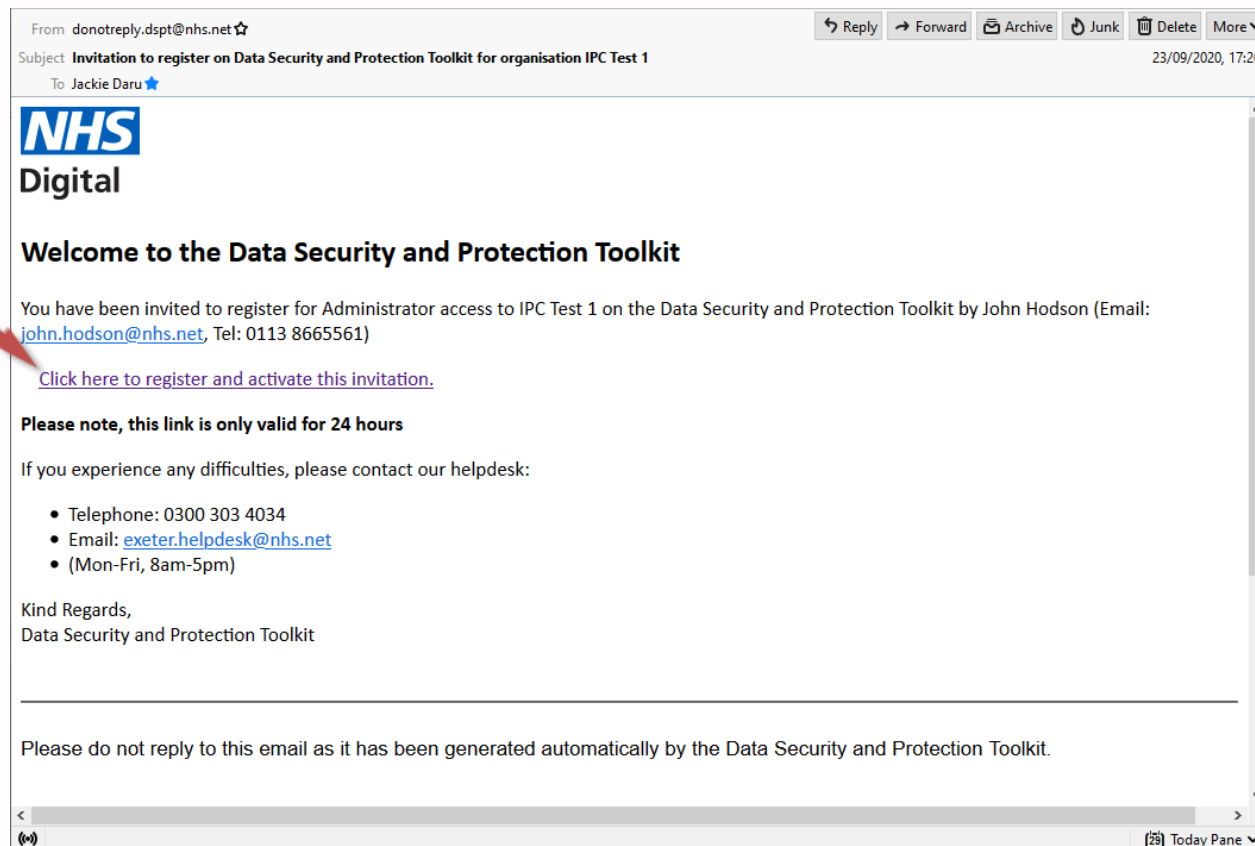
[Continue](#)

- Then Check and Accept before registering
- You'll then be sent a (time-limited) invitation email to finish the process....

4 Click the link in the email within 24 hours



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5 Last step - Set up your password



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NHS Data Security and Protection Toolkit [Register](#) [Log in](#)
Digital

[Organisation search](#) [News](#) [Help](#)

User Registration

In order to use the Data Security and Protection Toolkit, please provide the details below and accept the Terms and Conditions to register.

Email
jdaru@brookes.ac.uk

First Name

Last Name

Password:

Confirm Password:

I accept this site's [terms and conditions](#)

[Register](#)

Problems?



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What if there's this message?

Registration request unsuccessful

Self registration for 'AB1234' is not possible as the organisation already has an administrator.

If you wish to register, please speak to an administrator for your organisation, or [contact us](#).

- This means your organisation is already registered on the Toolkit.
- If you don't know who has done this, or who the administrator is, to access the Toolkit contact the Exeter helpdesk:
 - Phone 0300 303 4034
 - Email exeter.helpdesk@nhs.net

Is my organisation already registered?



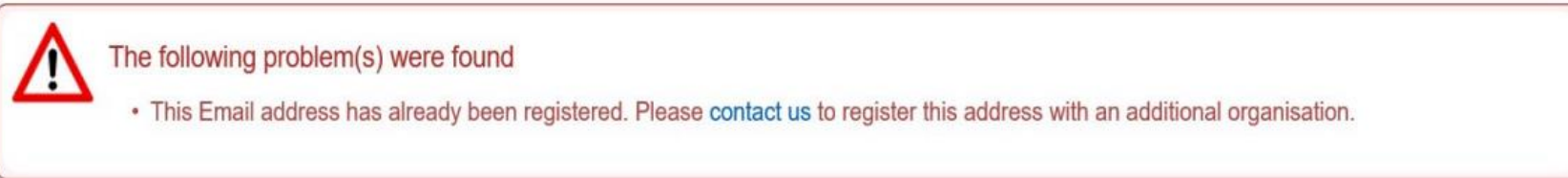
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- To find out if your organisation is already registered <https://www.dsptoolkit.nhs.uk/OrganisationSearch>
- This will also tell you if your organisation has already completed ('published') the Toolkit and when



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What if there's this message?



- This means your email address is already registered on the Toolkit.
- To get this sorted, contact the Exeter helpdesk:
 - Phone 0300 303 4034
 - Email exeter.helpdesk@nhs.net

I've forgotten my password



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- If you've forgotten your DSPT password, go to the login page here: <https://www.dsptoolkit.nhs.uk/Account/Login>
- Click on 'Forgot your password?'

A screenshot of the 'Forgot your password?' page on the NHS Data Security and Protection Toolkit. The page header includes the NHS Digital logo, the title 'Data Security and Protection Toolkit', and links for 'Register' and 'Log in'. Below the header, there are links for 'Organisation search', 'News', and 'Help'. The main heading is 'Forgot your password?'. The instructions state: 'Please enter your email address and the displayed Captcha code and then press 'Request Password Reset'. Once completed, we will send you an email with a link to reset your password.' There is an 'Email' input field, a 'Please enter the Captcha code displayed:' section with a small input box and a captcha image showing the code '080006', and a 'Request Password Reset' button. At the bottom, there is a link: 'If you are having problems please contact us'.

- The system then sends you an email
- Follow the link in the email to reset your password

Questions?



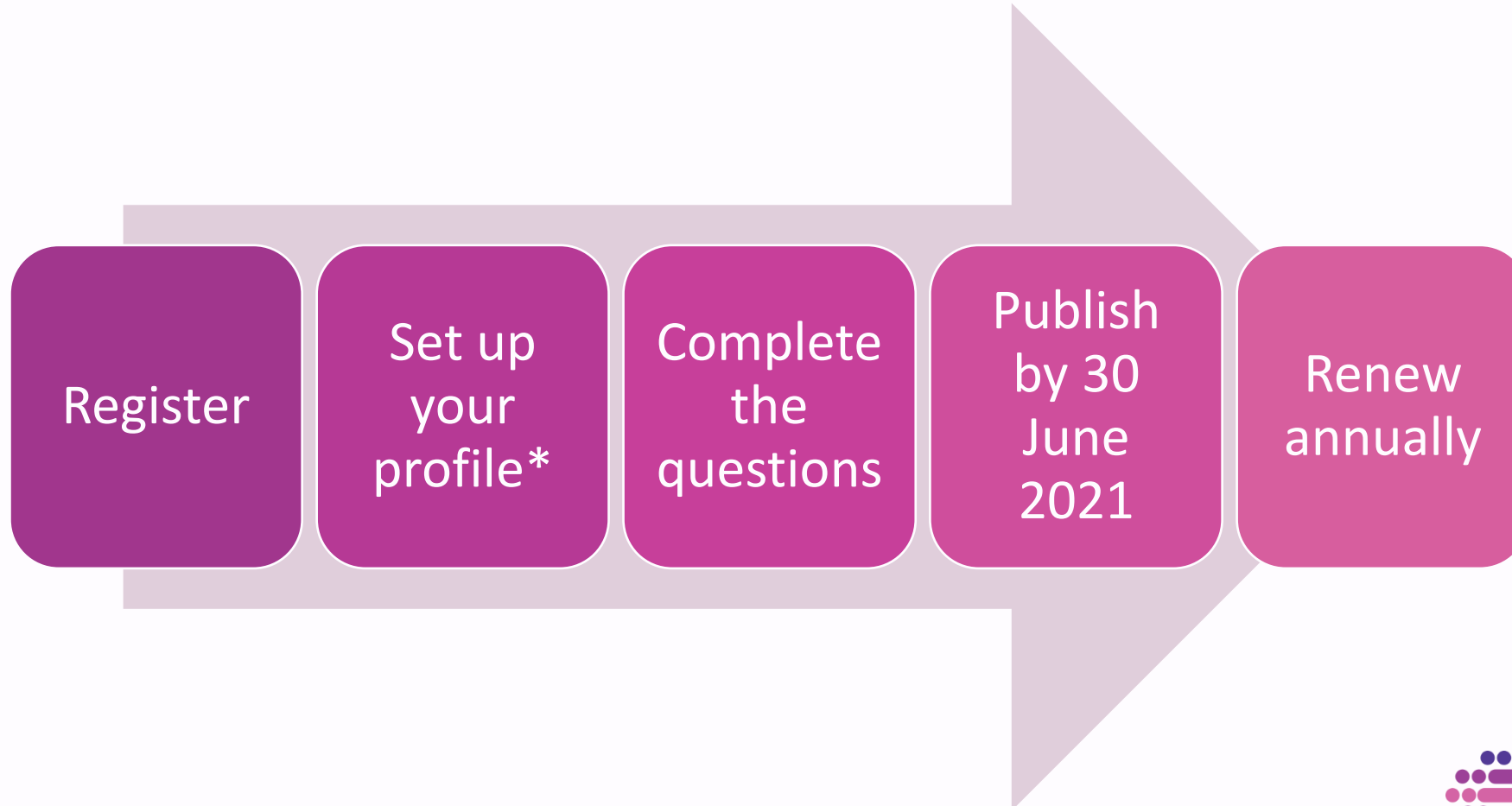
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What next?



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*Set up your profile – Questions Autumn 2020



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Question	Your answer
Which of these categories best describes your organisation?	<input checked="" type="radio"/> Social care

*Set up your profile – Questions Autumn 2020



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Question	Your answer
Please enter key role details for Caldicott Guardian	Leave blank if you don't have this
Please enter key role details for SIRO	Leave blank if you don't have this
Please enter key role details for IG Lead	Leave blank if you don't have this
Please enter key role details for Data Protection Officer	Leave blank if you don't have this

*Set up your profile – Questions Autumn 2020



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Question	Your answer
Is NHS Mail the only email system used by your organisation?	Yes/No/Not sure
Does your organisation have <u>Cyber Essentials PLUS Certification</u> with a scope covering all health and care data processing awarded during the last 12 months?	Yes/No/Not sure



'Start here' programme of webinars



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- ✓ • How to register on the Data Security and Protection Toolkit (DSPT)
- What you need to know about data security
- The policies and procedures you need for better security
- The data protection and cyber security training your staff need
- Protect your IT systems and devices from cyber threats

- To watch recordings of these webinars, go to:
<https://www.digitalsocialcare.co.uk/data-security-protecting-my-information/data-security-and-protection-toolkit/getting-started-with-the-data-security-protection-toolkit-webinars/>

There is help out there



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For help with registration on the Data Security and Protection Toolkit (DSPT)

NHS Digital DSPT Helpdesk in Exeter

Telephone 0300 303 4034

Or

Email exeter.helpdesk@nhs.net

For further information about data and cyber security in social care

Digital Social Care

www.digitalsocialcare.co.uk

Digital Social Care helpline

0208 133 3430

(Monday – Friday, 9.00-17.00)

or

email help@digitalsocialcare.co.uk





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What local support is there?

- Your region/local area is supporting providers to complete the Toolkit through things like:
 - Webinars
 - Interactive online workshops
 - 1:1 support
 - Peer support
- To find out what's happening in your area, go to Digital Social Care <https://www.digitalsocialcare.co.uk/data-security-protecting-my-information/better-security-better-care/local-support-partners/>

Thank you for attending/watching this webinar



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- Let us know what you think by completing the very short survey at the end of this webinar
- A copy of these slides will be available here:
<https://ipc.brookes.ac.uk/events/protect-your-it-systems-and-devices-from-cyber-attacks>
- Comments or questions to Jackie Daru jdaru@brookes.ac.uk