



# Data Security and Protection Toolkit (DSPT)

What is Approaching Standards?  
March 2021

# What we'll be covering in this webinar

- The Data Security and Protection Toolkit (DSPT) – what is it and why use it?
- How has the Toolkit changed?
- Your 'Toolkit journey'
- Approaching standards – what is it and 'how to do'
- Your questions
- Next steps and further support
- Where to find help
- Useful links

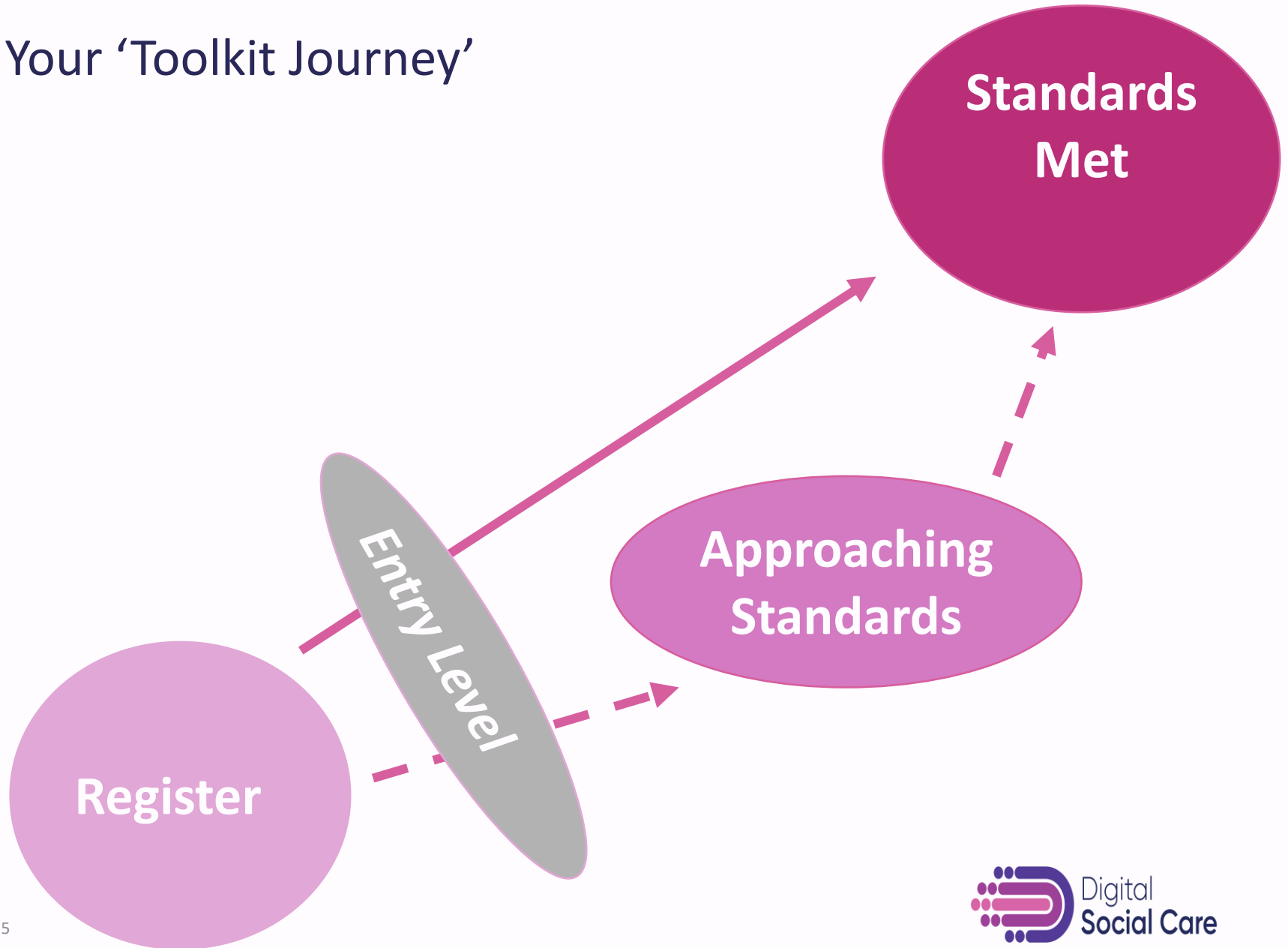
# Data Security and Protection Toolkit (DSPT) – what is it and why use it?

- 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 has the Toolkit changed?

- 1 December 2020:
  - Social care version introduced
  - 45 mandatory questions for Standards Met
  - Question wording changed and 'tooltips' added
  - New questions added
  - Some questions removed
- 5 March 2021:
  - Entry level ceased
  - The **Social Care Assessment** is introduced
  - Questions grouped into 4 areas:
    - Staffing and roles
    - Policies and procedures
    - Data security
    - IT systems and devices
  - 27 mandatory questions for new **Approaching Standards** status
- Spring 2021
  - 44 questions

# Your 'Toolkit Journey'



# Social Care Assessment

## 44 Questions in 4 groups

Question group	Number of questions to achieve status of Approaching Standards	Number of questions to achieve status of Standards Met
Staffing and roles	5	8
Policies and procedures	10	11
Data security	5	8
IT systems and devices	7	17

# Approaching Standards

Complete the 27 mandatory questions

Complete more questions now if you can

Download and complete an action plan for the remaining questions

Upload your action plan and publish at Approaching Standards

# The social care view

TEST | This is a new service - your feedback will help us to improve it.

**NHS Digital** Data Security and Protection Toolkit [My account](#) [Logout](#)

This is a test site and is not intended for live use.

[IPC - social care assessment](#) [Change organisation](#) [Organisation search](#) [News](#) [Help](#)

[Assessment](#) [Report an Incident](#) [Admin -](#)

## Social Care Assessment

Key data security requirements for social care organisations are listed below. Please respond to the following requirements and publish your assessment.

### Important

If you only respond to the MANDATORY requirements, you will be asked to provide an action plan which identifies the steps your organisation will take to meet the full standard

### Staffing and roles

1.1.2	Who has responsibility for data security and protection and how has this responsibility been formally assigned?	Mandatory	
2.2.1	Does your organisation have an induction process that covers data security and protection, and cyber security?	Mandatory	
2.2.2	Do all employment contracts, and volunteer agreements, contain data security requirements?	Mandatory	COMPLETED
3.1.1	Has a training needs analysis covering data security and protection, and cyber security, been completed since 1st April 2020?		
3.2.1	Have at least 95% of staff, directors, trustees and volunteers in your organisation completed training on data security and protection, and cyber security, since 1st April 2020?		
3.4.1	Have the people with responsibility for data security and protection received training suitable for their role?		
4.1.1	Does your organisation have an up to date record of staff, and volunteers if you have them, and their roles?	Mandatory	COMPLETED

### Policies and procedures

1.2.1	Does your organisation have up to date policies in place for data protection and for data and cyber security?	Mandatory	COMPLETED
1.3.1	What is your organisation's Information Commissioner's Office (ICO) registration number?	Mandatory	COMPLETED
1.3.2	Does your organisation have a privacy notice?	Mandatory	
1.4.1	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?	Mandatory	COMPLETED
1.4.4	Is your organisation compliant with the national data opt-out policy?		
1.5.2	Does your organisation carry out regular data protection spot checks?		
1.6.1	Does your organisation's data protection policy describe how you keep personal data safe and secure?	Mandatory	COMPLETED
1.6.5	Does your organisation's data protection policy describe how you identify and	Mandatory	COMPLETED



# Question type 1 of 3: tick box and comments

Tick to confirm

Comments can be useful e.g. to record where the policies are kept

Evidence item 1.2.1

**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
- 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](#)

Comments (optional)

**Save** or Cancel

Tooltip

Tooltip may include links to further help

# Question type 2 of 3: text

The answer must go in here



Evidence item 1.1.2

**Who has responsibility for data security and protection and how has this responsibility been formally assigned?**

Whilst data security and protection is everybody's business, someone within your organisation must take overall senior responsibility for it. There must be at least one named person who leads on data security and protection. Their responsibility is to provide leadership and guidance from a senior level.

In the text box, write the name(s) of the person or people within your organisation with overall responsibility for data security and protection. Then, for each person, describe how this responsibility has been formally assigned to them. For instance, this responsibility could form part of their job description, or be noted in the minutes of a management meeting, or be in an email from the appropriate director in your organisation. Your organisation may also have additional specialised roles, for example a Data Protection Officer (DPO).

[Read more about data security and protection responsibilities and specialised roles.](#)

Comments (optional)

**Save** or Cancel

Tooltip gives best practice advice: it's what you need to do



Tooltip may include links to further help



# Question type 3 of 3: upload a document

- Select one of the 4 options:
- Upload a document
- Reference an existing uploaded document
- Specify a link to a document
- Enter text describing the document's location

Evidence item 1.3.2

## Does your organisation have a privacy notice?

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](#)

- [Upload a document](#)
- [Reference an existing uploaded document](#)
- [Specify an intranet or internet link to a document](#)
- [Enter text describing the document's location](#)

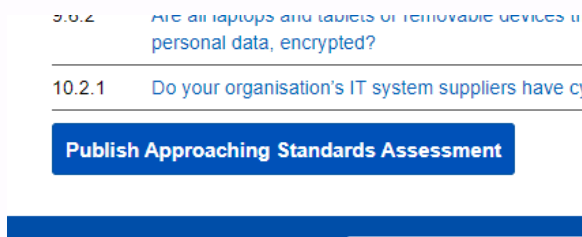
Comments (optional)

or

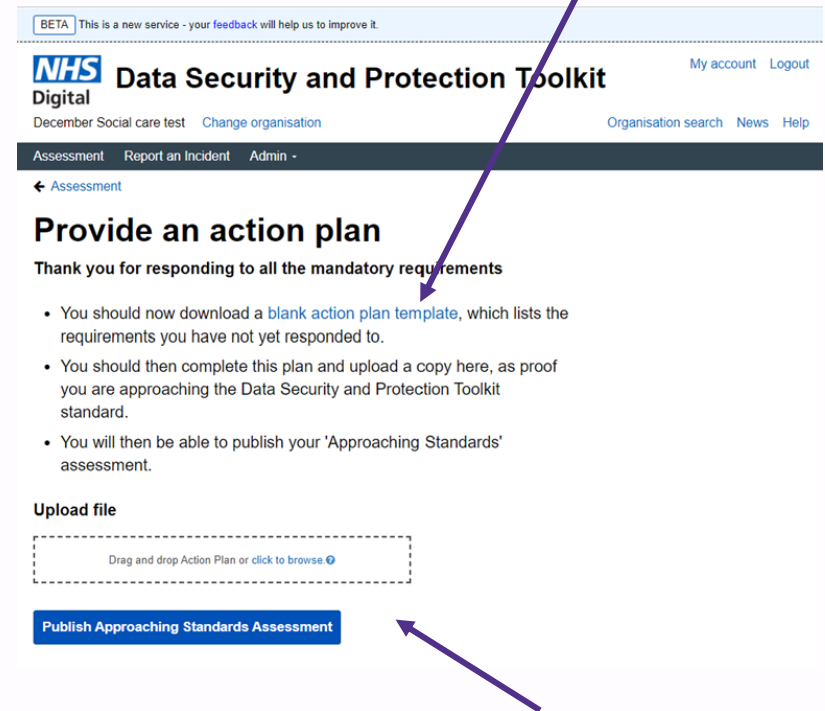
# Approaching Standards

- If the 27 'mandatory' questions in the Social Care view have been completed, but other questions remain not completed, you can publish at Approaching Standards

## 1. Choose



## 2. Download an action plan template



## 3. Upload your completed action plan

# Resources available from Digital Social Care

- Approaching Standards guide:  
<https://www.digitalsocialcare.co.uk/resource/approaching-standards-guide-data-security-and-protection-toolkit/>
- Guide on how to register: <https://www.digitalsocialcare.co.uk/latest-guidance/registering-for-the-data-security-and-protection-toolkit/>
- Start here webinars, including how to complete the ‘harder to answer’ questions as well as how to register:  
<https://www.digitalsocialcare.co.uk/data-security-protecting-my-information/data-security-and-protection-toolkit/getting-started-with-the-data-security-protection-toolkit-webinars/>
- How to answer Toolkit questions – videos:  
<https://www.digitalsocialcare.co.uk/latest-guidance/video-guides-how-to-complete-the-data-security-protection-toolkit/> and how to guide  
<https://www.digitalsocialcare.co.uk/latest-guidance/completing-standards-met-on-the-data-security-and-protection-toolkit>

# Questions?



# What next?

Review the questions and decide your 'route' for this year

Complete the questions

Publish by 30 June 2021

Continue to renew annually

# There is help out there

## 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](mailto:exeter.helpdesk@nhs.net)

## For further information about data and cyber security in social care and the Toolkit

Digital Social Care  
[www.digitalsocialcare.co.uk](http://www.digitalsocialcare.co.uk)  
k  
Helpline  
0208 133 3430  
(Monday – Friday, 9-5pm)  
or  
Email  
[help@digitalsocialcare.co.uk](mailto:help@digitalsocialcare.co.uk)

## Help near you

For local help completing the Toolkit see:  
<https://www.digitalsocialcare.co.uk/data-security-protecting-my-information/better-security-better-care/local-support-partners/>





# Thank you for attending/watching this webinar

- Let us know what you think by completing the very short survey at the end of this webinar
- For a copy of these slides and a list detailing all of the Toolkit questions see: <https://ipc.brookes.ac.uk/events/protect-your-it-systems-and-devices-from-cyber-attacks>
- For a recording of this webinar see: <https://www.digitalsocialcare.co.uk/latest-guidance/completing-approaching-standards/>
- Comments or questions to Jackie Daru [jdaru@brookes.ac.uk](mailto:jdaru@brookes.ac.uk)