



Introduction to the Data Security and Protection Toolkit

DSPT

Better security.
Better care.

Launch Event

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26th April 2021

Introductions



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Better Security, Better Care



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- National programme funded by NHSX
- Its overall aim is to help make sure adult social care providers have good data and cyber security in place
- By helping care providers to register on and complete the Data Security and Protection Toolkit (DSPT), which demonstrates good practice in this area
- Local and national support e.g. Digital Social Care - dedicated space to provide advice and support to the sector on technology and data protection
<https://www.digitalsocialcare.co.uk/>

Introduction to the Data Security and Protection Toolkit



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What is the Data Security and Protection Toolkit?



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An online self assessment of your organisation's data security



Demonstrates compliance with data protection legislation



Reviewed annually



Gives advice and is a checklist of good practice



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Why do I need to pay attention to this?

- Data and cyber security is important for **safe sharing of records** – especially with increased use of digital technology during the pandemic
- 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 a **contractual requirement** from health (and often from councils) to complete the DSPT
- The DSPT will be your **passport to shared care records** and other digital innovations 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 center

How will the toolkit help you?



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You can use the DSPT as evidence for:

- CQC Key Lines of Enquiry (KLOEs)
- GDPR/ DPA 2018
- 10 Data Standards - NHS and council contracts

The DSPT opens up opportunities for **data sharing**:

1. Gain access to digital tools such as: **NHSmail, GP Connect** and **Summary Care Records**.
2. These digital products can save you and your staff time and improve the quality of care for the people you support.

Builds
trust

Keeps
data safe

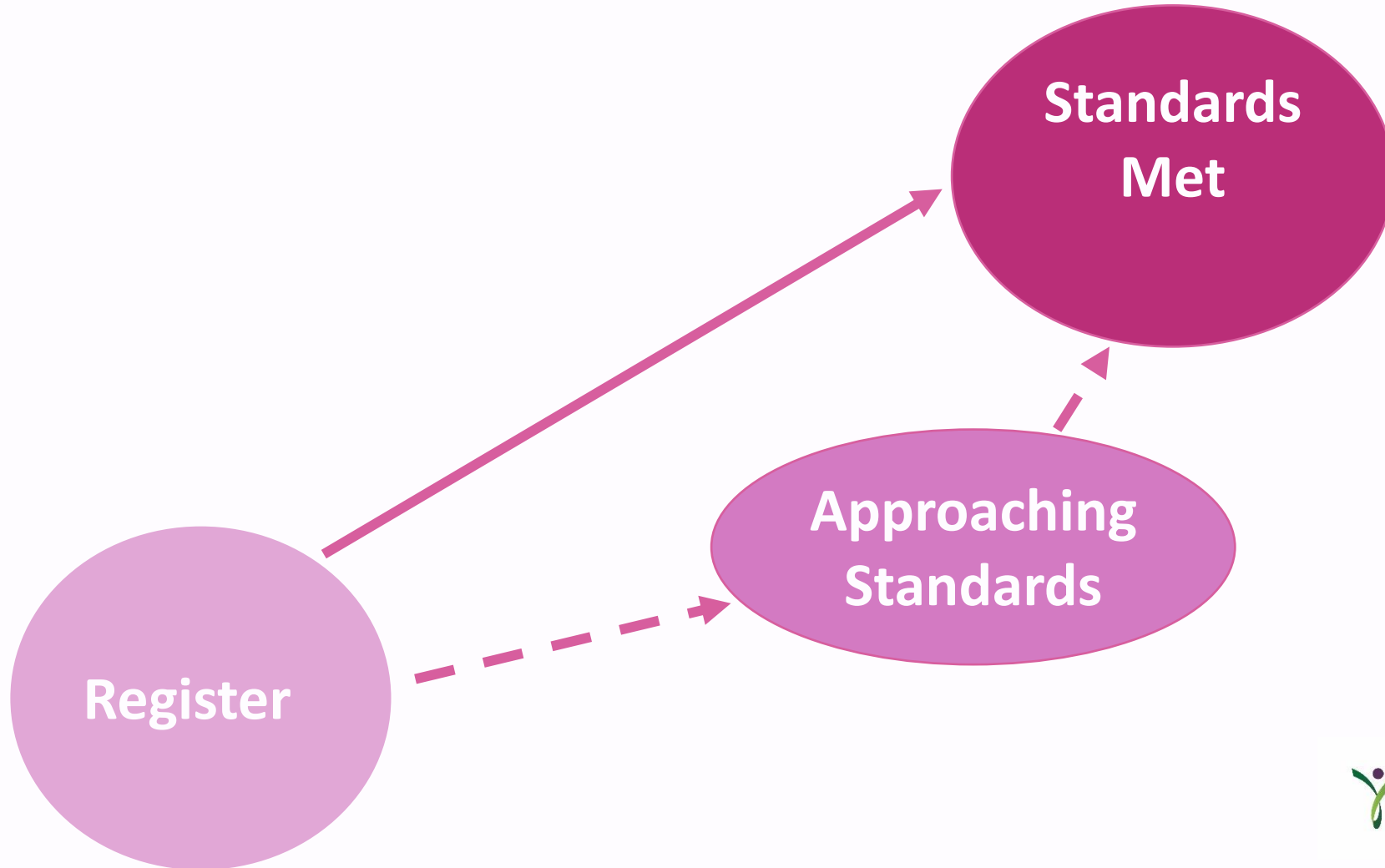
Reduces
risk

Gives
guidance

Your 'Toolkit Journey'



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Approaching standards



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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



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Questions are grouped under 4 headings

Question group	Number of questions to achieve status of Approaching Standards	Number of questions to achieve status of Standards Met
Staffing and roles	4	7
Policies and procedures	10	11
Data security	5	8
IT systems and devices	8	18

The social care view



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

NHS Data Security and Protection Toolkit [My account](#) [Logout](#)
Digital
[December Social care test](#) [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?		
2.2.1	Does your organisation have an induction process that covers data security and protection, and cyber security?	Mandatory	COMPLETED
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	

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

Click on an evidence item (in blue) to answer the question and see the detailed guidance



Types of question



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Tick Boxes (yes/no with comments – majority of questions)

Evidence item 2.2.1

Does your organisation have an induction process that covers data security and protection, and cyber security?

All new staff, directors, trustees and volunteers who have access to personal data, should have an induction that covers data security and protection as well as cyber security. It is good practice to keep records of who has been inducted and to review the induction process on a regular basis to ensure it is effective and up to date.

There is an 'Introduction to Information Sharing for Staff' available from [Digital Social Care](#).

Comments (optional)

or

Does your organisation have an induction process that covers data security and protection, and cyber security? Mandatory

Types of question



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Document

You can upload a document or link or choose to make a statement where the document is kept

kit.nhs.uk/Assessment

If your answer to 8.1.4 (on IT systems and software being supported by the manufacturer) was that software risks are being managed, please provide a document that summarises the risk of continuing to use each unsupported item, the reasons for doing so and a summary of the action your organisation is taking to minimise the risk.

This is a conscious decision to accept and manage the associated risks of unsupported systems. This document should indicate that your board or management team have formally considered the risks of continuing to use unsupported items and have concluded that the risks are acceptable.

If your answer to the previous question was yes, write "Not applicable" in "Enter text describing document location".

- [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)

[Save](#) or [Cancel](#)

Types of question



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Text -
make a
statement

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

← Question

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

← Tooltip may include links to further help

Write your answer here →

Comments are optional and can be useful →

Overview of Toolkit contents



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Staffing and roles - What the questions cover



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- Who has responsibility for this area of work?
- Staff records and contracts
- Data protection and cyber security induction and training for all staff

Policies and procedures - What the questions cover



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- Information Commissioner's Office registration
- Policies:
 - Up to date data protection policies
 - Audits and spot checks
- Holding and sharing information
- Retaining records
- Disposing of records and equipment
- List of suppliers

Data security - What the questions cover



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- Data breaches:
 - What is a data breach? What is a 'near miss'?
 - What your plans should cover
- Physical security and paper records 'on the move'
- Business continuity:
 - 'Data emergencies' – what your plans should cover
 - How to make sure your plans will work

IT systems and devices - What the questions cover



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- People and their access to information
- Passwords
- Backups
- Protecting your devices
- Technical set up and support
- What documentation should your suppliers have?

Our support offer



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Further webinars and support from us



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Introducing the Data Security and Protect toolkit and getting registered

If you are completely new to the toolkit this session will walk you through how to register and what you need to do to get started.

Wed 28th April
11.30am to 1pm

Wed 19th May
10.30am to 12pm

DSPT Workshop 1: Completing sections 1 and 2 of the toolkit

If you are new to the toolkit join us online to work through section one (staffing and roles) and section two (policies and procedures) of the toolkit.

Wed 12th
May 10.30am-
12.30pm

DSPT Workshop 2: Completing sections 3 and 4 of the toolkit

If you are new to the toolkit join us online to work through section three (data security) and section four (IT systems and devices) of the toolkit.

Tues 25th May
10.30am-12.30pm



Further webinars and support from us



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Update for providers previously at DSPT Standards Met

Find out about the toolkit changes and what you need to do to get your toolkit registration up to date if you have already completed the toolkit to standards met.

Wed 5th May
10.30am- 12pm

Update for providers previously at DSPT Entry Level

Find out about the toolkit changes and what you need to do to get your toolkit registration up to date if you have already completed the toolkit to standards met.

Tues 11th May
10.30am – 12pm

Thank you



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- Ready to go it alone - Use the Digital Social Care Resources

<https://www.digitalsocialcare.co.uk/latest-guidance/completing-standards-met-on-the-data-security-and-protection-toolkit/>

- Want support to complete - Sign up for our workshops/ webinars

<https://www.spic.co.uk/event-category/meetings-forums-events/>

- Any questions - get in touch ngrix@spic.co.uk or 07398711208