



DSPT
Better Security.
Better Care.



Digital
Care Hub

Review and Republish your Data Security and Protection Toolkit

Name of presenter

Name of presenting organisation

Funded by



Department
of Health &
Social Care

11/06/26



The technical issues

- This is for care providers who have already **published their DSPT in the past**
- Attendees are on mute and can't be seen
- Please use the **Q&A** function to ask questions.
- On a phone, tap the screen to see the controls – choose More and then **Q&A**
- Questions that we can't answer: we will come back to you. Add your email to Q&A
- This webinar will last no longer than one hour
- You will get access to the presentation (inc links)



Poll for care providers only

- What level is your organisation currently at on the DSPT?
- Have you personally used the DSPT before?
- Are you a single-site or a multi-site organisation?
- Where did you hear about this DSPT webinar?



Today – our agenda

- Logging in to your DSPT
- Reviewing your DSPT
- What's changed
- Republishing your DSPT
- Tips
- Support available
- Your questions
- Next steps





D S P T

**All adult social
care providers**

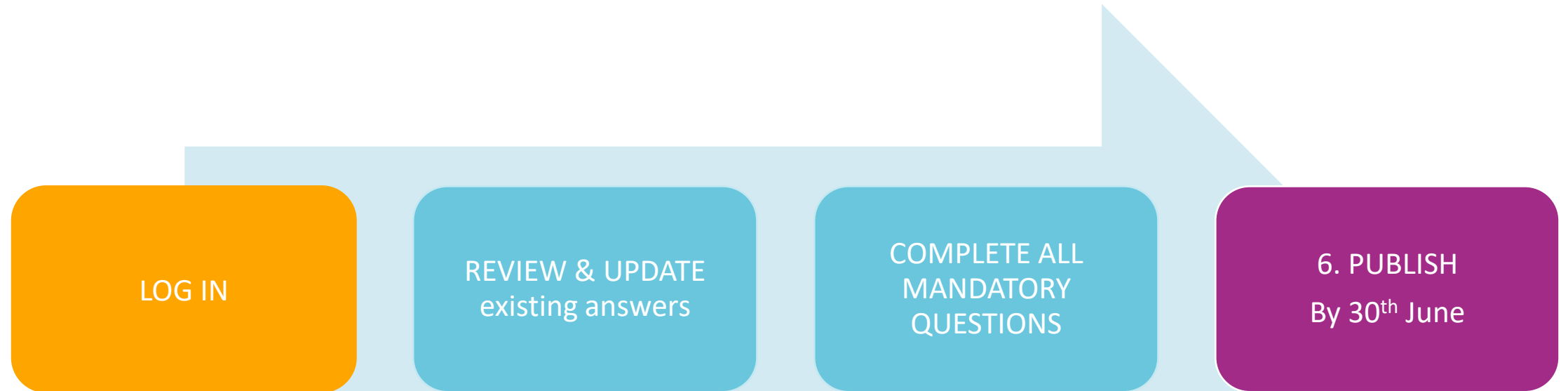


should complete the DSPT

You can also
watch this on
YouTube



Your DSPT journey: You're more than halfway there!



Keep your DSPT up to date.
Republish at least once a year



Your fellow travellers: Better Security, Better Care

Better Security,
Better Care -
National support
and resources



Better Security,
Better Care -
Local support



Template Policies
and Resources



The Data Security
and Protection
Toolkit



Background and
Connections



Care providers'
and sector
leaders' views on
the Data Security
and Protection
Toolkit



- ✓ Free and official
- ✓ Online guidance, step by step films
- ✓ Webinars
- ✓ FAQs
- ✓ Template policies
- ✓ Helpline
- ✓ Tailored support from 32 Local Support Partners across England

digitalcarehub.co.uk/dspt



Log in to your DSPT

LOG IN

Go to www.dsptoolkit.nhs.uk

Login with your email & password

Any log in problems:

Contact DSPT help desk 0300 303 5035 [_ssd.nationalservicedesk@nhs.net](mailto:ssd.nationalservicedesk@nhs.net)



Log in

Log in with a Data Security and Protection Toolkit account

Email Address

mikaela@lscpinfo.co.uk

Password

.....

Log in

[Forgot your password?](#)

[Don't have an account? Register here.](#)

Log in with NHSmail

For users who signed up with NHSmail or have upgraded their existing account to NHSmail. [More information](#)

Log in with NHSmail

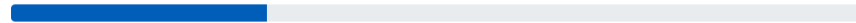


What you will see

Data Security and Protection Standards for health and care (opens in a new tab) sets out the National Data Guardian's (NDG) data security standards. Completing this Toolkit self-assessment, by providing evidence, will demonstrate that your organisation is working towards or meeting the NDG standards.

Progress

13 of 42 mandatory evidence items provided



[View previous publications](#)

[Download assessment](#)

Staffing and roles

1.1.5	Who has responsibility for data security and protection and how has this responsibility been formally assigned?	Mandatory	COMPLETED
2.1.1	Does your organisation have an induction process that covers data security and protection, and cyber security?	Mandatory	COMPLETED
2.2.1	Do all employment contracts, and volunteer agreements, contain	Mandatory	COMPLETED

- 45 mandatory questions
- Questions grouped into 4 sections
- This is what a single site assessment view looks like for those using an ODS Code V Code



Headquarters Assessment view – for those using an HQ Code

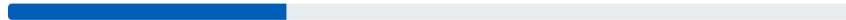
[Data Security and Protection Standards for health and care \(opens in a new tab\)](#) sets out the National Data Guardian's (NDG) data security standards. Completing this Toolkit self-assessment, by providing evidence, will demonstrate that your organisation is working towards or meeting the NDG standards.

This is an HQ assessment. Publishing this will publish for selected branches.

[View branches](#)

Progress

14 of 42 mandatory evidence items provided



[View previous publications](#)

- For those using an HQ code, the screen has a different heading
- You can view your branches here
- When you publish you can choose which of your sites you are publishing for as multisite providers can publish one DSPT that covers all their locations/branches



What you need to do will depend on what you did before

Previously published level	Action
Approaching Standards	Review and update existing answers Complete all remaining Mandatory questions to reach Standards Met. You cannot publish at Approaching Standards again
Standards Met	Review and update existing answers
Standards Exceeded	Review and update existing answers



Review, update and answer questions

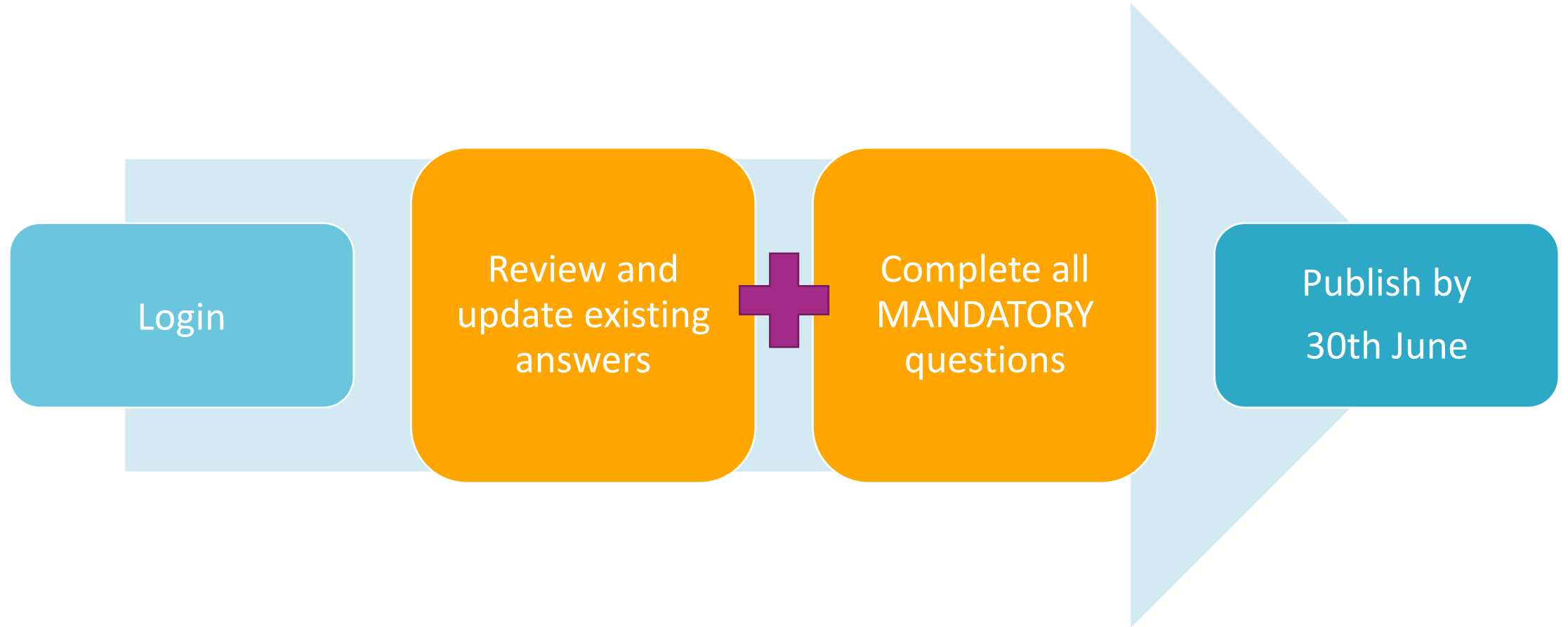
- Your previous answers are still there
- It may look different to what you have seen before. **DON'T PANIC!**
- The assessment view includes ALL DSPT questions
- **ONLY NEED TO ANSWER THE MANDATORY ONES**





Republishing your DSPT

Review, update and complete MANDATORY QUESTIONS



Review and update existing answers

- Only answer questions marked **MANDATORY**
- You may leave all other questions blank
- Click on an evidence item (in blue) to answer the question and see the tool tip
- Review and update existing answers

2.2.1	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 in the last twelve months?	Mandatory	COMPLETED
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, in the last twelve months?	Mandatory	COMPLETED
3.3.1	Provide details of any specialist data security and protection training undertaken.		
3.4.1	Have the people with responsibility for data security and protection received training suitable for their role?	Mandatory	COMPLETED
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



Example question 4.1.1

Evidence item 4.1.1

Does your organisation have an up to date record of staff, and volunteers if you have them, and their roles?

Your organisation must have a list of all staff, and volunteers if you have them, and their current role. This list should be kept up to date, including any change of role, new starters and removal of leavers. This might be linked to your existing payroll or rostering system.

Comments (optional)

Save or Cancel

Question

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

Comments are VERY useful especially for your colleagues & future publication



Example Response to Question 4.1.1

4.1.1

Does your organisation have an up to date record of staff, and volunteers if you have them, and their roles?

Yes

Comments:

Staff and volunteer registered are contained in HR files, both hard copies and electronic versions which are saved on both the Google Drive and portable D drive in the Operations Director's office. The hard copies are kept in a locked drawer.

Answer new mandatory questions for 2025/26

4.3.1: Have all the administrators of your organisation's IT system(s) signed an agreement to hold them accountable to higher standards?

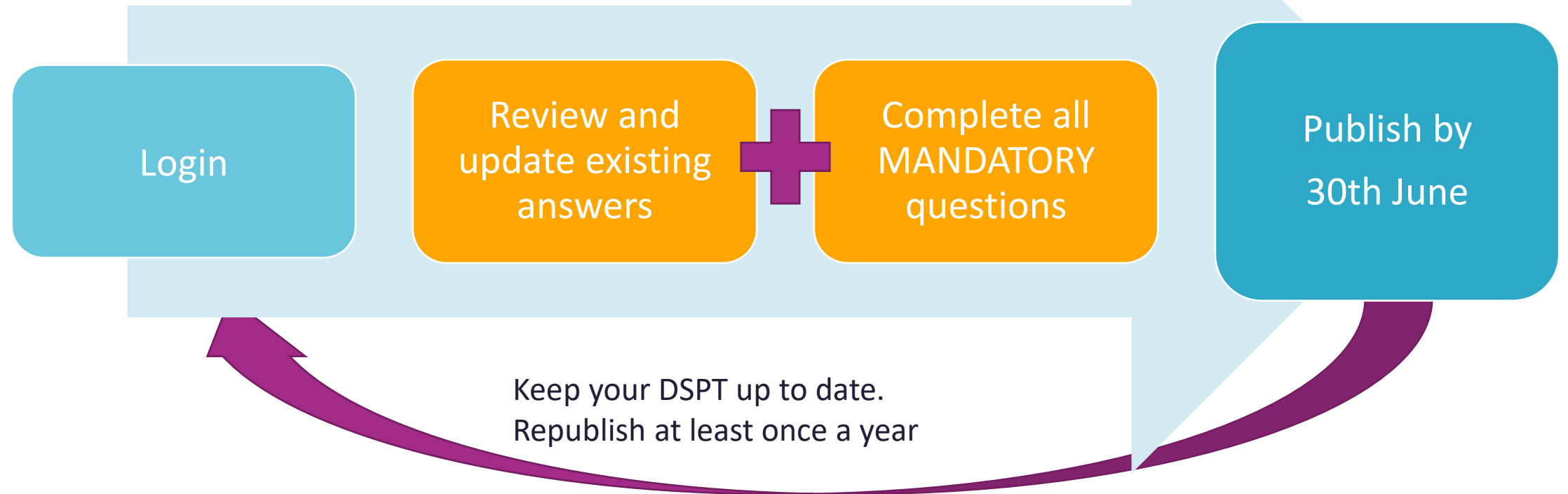
- **Tip:** *This requirement applies to IT system administrators working within your organisation and external companies who support your organisation's IT systems. This formal agreement could be part of a job description or a contract with your IT support company and/or systems supplier/s.*

7.1.1: You have an asset register detailing your organisation's hardware, software and data, which is kept up to date.

- Tip This register should have been reviewed at least once in the last twelve months. You can have a separate list of digital assets or combine it into one document. (See template on [Digital Care Hub website](#))



Publish your DSPT status



Publish your updated DSPT status

- When you have reviewed/updated and answered all 43 questions, and ticked to confirm your answers, click on publish assessment
- **Remember:** your DSPT status will be published. NOT your full report

9.3.5	The organisation understands and records all IP ranges in use across the organisation.		
9.3.6	The organisation protects its data in transit (including email) using appropriate technical controls, such as encryption.		
9.3.8	The organisation maintains a register of medical devices connected to its network.		
9.4.4	Security deficiencies uncovered by assurance activities are assessed, prioritised and remedied when necessary in a timely and effective way.		
9.5.1	All devices in your organisation have technical controls that manage the installation of software on the device		
9.5.2	Are all laptops and tablets or removable devices that hold or allow access to personal data, encrypted?	Mandatory	COMPLETED
9.5.3	You closely and effectively manage changes in your environment, ensuring that network and system configurations are secure and documented.		
10.2.1	Do your organisation's IT system suppliers have cyber security certification?	Mandatory	COMPLETED

[Publish Assessment](#)



Headquarters Assessment Publish for all sites

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[View branches](#)

Progress

42 of 42 mandatory evidence items provided

[View previous publications](#)

[Download assessment](#)

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3.1.1	Has a training needs analysis covering data security and protection, and cyber security, been completed in the last twelve months?	Mandatory	COMPLETED
3.2.1	Have at least 95% of staff, directors, trustees and volunteers in	Mandatory	COMPLETED

- For those using an HQ code, you can view your branches here
- Do they have the same policies & procedures, IT systems and data security arrangements?
- If yes, publish one DSPT for all sites



Trying to Publish when not completed

Social Care Assessment

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

There is a problem

[Please complete mandatory requirement 4.1.1 in the Staffing and roles section](#)

[Please complete mandatory requirement 1.1.1 in the Policies and procedures section](#)

[Please complete mandatory requirement 1.1.2 in the Policies and procedures section](#)

[Please complete mandatory requirement 1.2.1 in the Policies and procedures section](#)

[Please complete mandatory requirement 1.3.1 in the Policies and procedures section](#)

[▼ Show more errors](#)



Publication Notification

08/11/2021, 11:08

Liverpool Social Care Partnership Mail - Confirmation of the publication of your assessment



Confirmation of the publication of your assessment

donotreply.dspt@nhs.net <donotreply.dspt@nhs.net>

Thank you for publishing your 21/22 Standards Met Data Security and Protection Toolkit assessment for LIVERPOOL SOCIAL CARE PARTNERSHIP on 08/11/2021 11:03.

Everyone who uses health and care services should be able to trust that their personal confidential data is protected. Publishing your Data Security and Protection Toolkit provides assurance that your organisation is practising good data security and that personal information is handled correctly.

Your DSP Toolkit status of Standards Met is publicly available for your service users, commissioners, partner organisations and the public at <https://www.dsptoolkit.nhs.uk/OrganisationSearch/J1V0S>

Thanks

DSPT Toolkit team.

Please do not reply to this email as it has been generated automatically by the Data Security and Protection Toolkit.





Useful Tips

Tip: Set up other users

Viewer

- View only

Member

- Add/edit evidence

Administrator

- Manage users
- Add/edit evidence
- Confirm evidence
- Publish



Tip: Export your assessment to Excel

Click on download

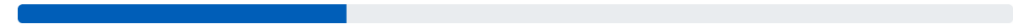


The Excel file will download into
your device straight away

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14 of 42 mandatory evidence items provided



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[Download assessment](#)

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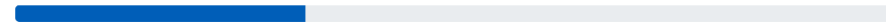


Tip: Save your published DSPT as a PDF

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14 of 42 mandatory evidence items provided



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[← Back to assessment](#)

Previous Publications

Status	Date Published	
21/22 Standards Met	10/05/2022	View Details Download Certificate

Click on View Details to save as a PDF



If you have published at Standards Met you can download a certificate

Go to View previous publications



Tip: Save your published DSPT as a PDF

Ctrl + P
to Save as PDF

The screenshot shows a web page for the NHS Digital Data Security and Protection Toolkit. The page header includes the NHS logo, 'My account', and 'Logout'. The main heading is 'Data Security and Protection Toolkit'. A red banner below the heading states 'This is a test site and is not intended for live use.' Below this, there are navigation links: 'Test Care Home', 'Change organisation', 'Organisation search', 'News', and 'Help'. The main content area features a blue box with the text: '21/22 Standards Met', 'Assessment', 'Report an incident', 'Admin', '10 May 2022 15:14', 'Published by: Daniel OShaughnessy', and 'Published as: Test Care Home (test123)'. At the bottom of the page is a link 'Back to publications'. On the right side, a print dialog box is open, showing options for 'Destination' (Save to PDF), 'Orientation' (Portrait), 'Pages' (All), 'Colour mode' (Colour), 'Paper size' (A4), 'Scale' (Fit to page width), 'Pages per sheet' (1), 'Margins' (Default), and 'Options' (Print headers and footers, Print backgrounds). A purple arrow points to the 'Save' button at the bottom of the print dialog.

Click on save



Tip: Make the most of your DSPT

- Multi-sites: tell your branches
- Tell your registered managers
- Download a certificate to prove your DSPT status
- Add your DSPT status to your website (e.g. your privacy statement). Consider adding a link directly to the DSPT status. Include in all your bids
- Tell your commissioners – including ICSs
- Tell your NHS partners
- Tell your IT suppliers



Tip: Making it real

- Keep your DSPT up to date throughout the year – easier to republish
- Ensure managers and staff understand what is expected of them
- Enable managers to access the information – consider having a print out of the documents and related policies and procedures in a manual. Useful for CQC.



Step by step guidance

digitalcarehub.co.uk/dspt

Review and update

What to consider and update when republishing

Review

Answer DSPT questions

Staffing & roles - Policies & Procedures - Data Security - IT Systems & Devices

Questions

Publish or republish, and share

For the first time or republish and share

Publish

Multi-sites

Guides for care groups

Care groups

Templates and policies

Adapt and reuse template forms and policies

Templates

DSPT training and webinars

Online and face-to-face training

Training





Free, expert support from
Better Security, Better care

Full programme of support

Better Security,
Better Care -
National support
and resources



Better Security,
Better Care -
Local support



Template Policies
and Resources



The Data Security
and Protection
Toolkit



Background and
Connections



Care providers'
and sector
leaders' views on
the Data Security
and Protection
Toolkit



- ✓ Free and official
- ✓ Online guidance, step by step films
- ✓ Webinars
- ✓ FAQs
- ✓ Template policies
- ✓ Helpline
- ✓ Tailored support from 32 Local Support Partners across England

[Local Support Organisations | Digital Care Hub](#)



Free e-learning course for all staff working in adult social care services in England

- Easily accessible
- 15-20 min per module
- Relatable case scenario-based
- learning for all staff.
- Free
- Compliant with question 3.2.1 on data protection training of staff.
- [eLearning Courses - Digital Care Hub](#)

Module 1: Data protection rights and responsibilities

My responsibilities • People's rights

[View resource](#)

Module 2: Keeping data secure

Sharing confidential data • Recording and disposing of data

[View resource](#)

Module 3: Threats to data security

Fraud and scams • Safe use of digital devices • Safe keeping of paper records

[View resource](#)

Module 4: Data breaches

What is a data breach? • Data confidentiality • Availability of data • Data integrity • Receiving data in error

[View resource](#)



e-learning course for data leads working in adult social care services in England

- Easily accessible
- 15-20 min per module
- Relatable case scenario-based
- Tailored learning for those leading on data protection and cyber security
- Free

Guide to completing the course

How to navigate the course

User guide

Content and learning outcomes

Overview of all the modules

Overview

Copyright

Copyright and background

Background

Videos

Summary videos from all modules

Summary videos



Template policies (be sure to tailor to your service)

Approaching Standards: required policies

- How to document your data processing, including template information asset register (IAR) and Record of Processing Activities (ROPA)
- Privacy Notice Template
- Data Protection Policy
- Data Quality Policy – Template
- Record Keeping Policy – Template (Also known as a Data or Document Retention Policy)
- Data Security Policy – Template
- Network Security Policy – Template
- Smart Phone Policy Template – BYOD
- Contracts: what contracts you must have in place
- [Templates and policies for the DSPT | Digital Care Hub](#)

Standards Met: Additional required policies

- Training Needs Analysis
- Data Security Audit Checklist
- Creating and Testing a Business Continuity Plan for Data and Cyber Security
- National Data Opt Out

Recommended documentation

- Data Security Breach Incident Reporting Form – Template
- Mobile Devices Assignment Form – Template
- Smart Phone Policy Template – Organisation Provided Phones
- Template Suppliers List



Further guidance: Digital Care Hub

Staff and workforce

- Data Security and Protection Responsibilities
- Staff Guidance
- Digital Skills and Training

IT and software suppliers

- Guidance on managing software suppliers who process personal data

Document retention and disposal

- Guidance on document retention
- Advice on contracts with third parties for secure disposal of personal data

Improving security

- Guidance on strong passwords
- Guidance on antivirus software
- Guidance on back ups
- Guidance on software updates

Mobile devices

- Protecting Mobile Phones and Tablets

National Data Opt-Out

- Guidance on the National Data Opt-Out

Actions

- Contact your [Better Security, Better Care Local Support Partner](#)
- Visit [Digital Care Hub website](#) – view guidance, register for free updates



Contact us for tailored support

32 Local Support Partners across the country:

- 1-2-1 and small group support
- Help you answer your questions
- Help you to publish
- Connected to LA and NHS digital leads

[Find your Local Support Partner](#)

Large Care Provider Groups

- Contact Digital Care Hub helpline for advice and support
- 0808 196 4848 (Mon-Fri 9-5)
- help@digitalcarehub.co.uk

DSPT technical issues:

- DSPT Helpline 0300 303 4034



Next steps

Check out the guidance on Digital Care Hub

Contact your Local Support Partner

www.digitalcarehub.co.uk/dspt



Any final questions?



Poll for care providers

- What impact has it had on your confidence with reviewing and republishing your DSPT?
- How likely is it that you will complete your DSPT in the next three months?
- How likely is it that you will contact your Local Support Partner?
- Would you recommend this webinar to a colleague?





Thank you

Funded by



Department
of Health &
Social Care