

The Data Security and Protection Toolkit: Information for Social Care Providers

Citizen care and support relies on timely and secure information sharing and strong data security. All organisations should provide assurance that they are practicing good data security and that personal information is handled correctly. However, all too often information is still shared via post or fax. There are numerous examples of social care providers receiving important information about citizens in this way, which puts people at risk of coming to harm.

The [Data Security and Protection Toolkit \(DSPT\)](#) is an online self-assessment tool for data security which supports organisations in demonstrating:

1. [General Data Protection Regulation \(GDPR\)](#) compliance.
2. Compliance with the expected data security standards for health and social care for holding, processing or sharing personal data.
3. Readiness to access secure health and care digital methods of information sharing such as [NHSmile](#) and [Summary Care Records](#) (a summary of GP information about an individual) and local information sharing solutions.
4. Good data security to the CQC as part of the Key lines of Enquiry (KLOEs).

The Department for Health and Social Care recommends that all social care providers complete the DSPT as they will hold, process or share personal data. Completing the DSPT is a contractual requirement for those who provide care through the NHS Standard Contract and the Toolkit helps all providers to demonstrate compliance for the GDPR, the CQC and supports information sharing.

We have worked with the Care Provider Alliance to develop the 'Entry level' for social care organisations, as it is understood that for many this will be a new process. 'Entry level' is a stepping stone to achieving at the 'Standards Met' level, will be time limited (subject to review) but will allow you to begin using NHSmile.

Actions to take

Step 1:

Register for the Data Security and Protection Toolkit (<https://www.dsptoolkit.nhs.uk/Account/register>)

Step 2:

Complete your organisation profile, you will be asked a series of questions about your organisation.

Step 3:

Read the Entry level evidence items (<https://www.dsptoolkit.nhs.uk/Help/32>) and start pulling this information together.

Step 4:

Go to your assessment on Data Security and Protection Toolkit and start with the Entry level evidence items (www.dsptoolkit.nhs.uk)

Registering and support available

Additional help is available on <https://www.dsptoolkit.nhs.uk/Help>. Requests for support can be made by email to exeter.helpdesk@nhs.net or telephone 0300 3034034.

The Care Provider Alliance has also produced specific [Care Provider Guidance and Templates](#) on their website to complement the Toolkit. This resource contains a good overview of the Toolkit and other useful information.

Overview of levels in the Data Security and Protection Toolkit

Name	Description
◆ Entry Level	<ul style="list-style-type: none">• Time-limited level (subject to review) for social care providers.• Evidence items for critical legal requirements are being met; but some expected mandatory requirements have <u>not</u> been met. (https://www.dsptoolkit.nhs.uk/Help/32)• Allows access to NHSmail.
✓ Standards Met	<ul style="list-style-type: none">• Evidence items for all mandatory expected requirements have been met.• Access to NHSmail, other secure national digital solutions, e.g. Summary Care Records, and potentially local digital information sharing solutions.
★ Standards Exceeded	<ul style="list-style-type: none">• Evidence items for all mandatory expected requirements have been met.• The organisation has external cyber security accreditation.• Evidence of best practice.
✗ Critical Standards <u>Not</u> Met	<ul style="list-style-type: none">• Evidence items for critical legal requirements have <u>not</u> been met by the organisation.• No access to information sharing tools e.g. NHSmail.