

Dear Colleague,

### **Update for Social Care Organisations which have Registered for the Data Security and Protection Toolkit**

The Data Security and Protection Toolkit ([DSPT](#)) is a free online self-assessment tool that supports social care providers to assess and prove that they have the right processes and practices in place to manage and hold data safely and securely.

Completing the Toolkit not only supports social care providers in demonstrating compliance with nationally recognised standards of data security, it also supports access to [NHSmail](#), a centrally funded email service that is free for social care providers to use. It enables fast and secure information sharing with other health and care professionals.

### **What action you need to take now**

Your online assessment using the new DSPT should be **published by 31 March 2019**.

If you have not done so already, **please register now** for the new service with your organisation's Organisation Data Service (ODS) code by clicking on the following link: <https://www.dsptoolkit.nhs.uk/Account/Register>

For more help and guidance on registration and completing the toolkit please see: <https://www.dsptoolkit.nhs.uk/News/33>

The Care Provider Alliance have produced step by step guidance for Social Care on completing the toolkit which is available:

<https://www.careprovideralliance.org.uk/information-governance.html>

### **Entry level**

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 NHSmail.

Organisations achieving 'Entry level' status are expected to work towards 'Standards met' in 2019/2020.

## NHSmal

Once you have published your assessment, whether at 'Entry Level' or 'Standards Met' we would strongly encourage you to apply for NHSmal if you have not done so already. Further details can be found in the section headed "*Registering a Social Care organisation e.g. a Care Provider or Care Home Service*" here:

<https://portal.nhs.net/Help/joiningnhsmal>

## Headquarters Functionality

New functionality is now available on the DSPT which enables a Social Care Headquarters Organisation (HQ) to publish an assessment on behalf of all of its sites/branches where the organisation has the same responses for all toolkit evidence items.

HQ organisations are those organisations that are a single legal entity and have a single ICO Registration and have sites that operate under the same terms and conditions as the parent site. By submitting one toolkit assessment for multiple sites you are confirming that your responses to assertion and evidence items apply to all sites.

To use the HQ functionality, you must register with your HQ [Organisation Data Service \(ODS\)](#) code (this will be in the format A\*\*\*).

Your HQ's site list has been populated from data held by ODS. You can see which sites are currently registered to your HQ by clicking 'View Branches' on the assessment page above the publish button. If your list is not accurate, please raise a support call with [Helpdesk](#). This might take some time, so we would advise you publish for the sites which are correct and go back and publish again once your list is correct.

Please note:

- If you have already registered but with a "site" ODS code (this will be in the format V\*\*\*\*), please contact the [Helpdesk](#) and we will give you access to your HQ organisation.
- If you have registered under a different ODS code (e.g. in the format 8\*\*\*\* ) but nevertheless wish to use this functionality please contact the [Helpdesk](#).
- If you can't see the new HQ functionality (e.g. - the ability to check a list of your sites/branches within DSPT) please contact the [Helpdesk](#).

## Further Information

If you have any questions, please join one of our webinars:

<https://www.dsptoolkit.nhs.uk/News/40> or get in touch via the helpdesk:

<https://www.dsptoolkit.nhs.uk/Home/Contact> or telephone 0300 303 4034

Kind Regards

DSPT Team

Data Security Centre

NHS Digital

[www.digital.nhs.uk](http://www.digital.nhs.uk)

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