

DSPT Checklist



Now that you have attended the Introduction to DSPT (and Data Protection in General) webinar you will need to decide what steps you need to take.

Whether you decide to complete the DSPT by yourself or by attending our 2-hour webinar on completing the DSPT, in order to increase your chances of success you will have needed to do the following:

Register to use the DSPT

If you have not done so already, this is easy to do - [DSPT Registration site](#)

You will need an email address (we suggest you use a generic one rather than a personal or individual address that is easily accessible by staff within the care organisation).

Your **ODS Code** - you can find this by visiting the [ODS Portal](#)

Have the following Policies & Procedures in place:

Your ICO Registration Number ([ICO website](#))

Data Protection Policy

Data Privacy Policy

Data Register

Training Needs Analysis

Systems Administrator Agreement

Spot Check Audit Checklist

Unsupported Software Register *

Staff Data Policy

Staff Bring Your Own Device Policy *

*If required

You have identified your top 3 Data and Cyber Security Risks:

1.

2.

3.

If you are happy you have these in place, then you should be ready to begin the toolkit.

Booking on to a 2-hour 'Completing the Toolkit'

For the latest webinar dates and times, please visit the Digital Resources section of the LinCA website - [Digital Webinar Dates](#)

Any Questions?

Please do not hesitate to contact Varsha Modhwadia – LinCA Digital Project Manager, v.modhwadia@nhs.net



Preparing to Complete the DSP Toolkit

There are certain policies and procedures that you need to be compliant with in order to complete the toolkit. You probably already have these in place or can supply the information easily:

ICO Registration

All companies must be registered with the Information Commissioners Officer if you handle any type of data. If you are not registered, you automatically fail the toolkit. More information can be found at www.ico.co.uk

If you are registered, but cannot find your ICO number you can search for it here [ICO Registration Search](#)

The ICO registration number is a requirement of the DSP Toolkit and you cannot complete the Toolkit without it!

Data Protection Policy

Policy on how the organisation and its staff use data.

Data Privacy Policy

Your data privacy policy is an overarching document which sets out how you collect personal data, what it is used for and how long it is retained. It must also stipulate how individuals can view or challenge the use of this data. This policy must be easily accessible and produced on demand. It may consist of several documents or a single document. Most organisations publish this on their website (often as a permanent link in the page footer) it may also be included in your service user contracts. There are many standard templates available that are GDPR compliant.

Staff Data Policy

Staff must be aware of the safe and secure use of data and their individual responsibilities pertaining to its use and access. This should be included in your standard staff procedures and manuals. All staff must be made aware of your policies and their responsibilities on induction and reviewed regularly.

Data Register

This is a list of all the data you hold, where it is held and whether or not this is shared with other organisations. The Data Register is made up of several different documents. It is entirely up to you if you maintain a single register or have them as separate documents. These are:

- **Information Asset Register:** This is a document including details of the type, location, software, owner, support and maintenance arrangements, quantity of data and how critical they are to the organisation. **You will need to state that you have a policy and specify where it is held**
- **Retention Register:** A document stating how long data is held and when it is due for destruction/ disposal
- **List of Suppliers and any data sharing arrangements (if applicable):** You must be able to provide a list of your current suppliers with whom you share data or who process personal data of your service users or staff. It must also include the nature of the data processing and when the contract expires (e.g. outsourced payroll). **If you do not have any such arrangements, you can state 'not applicable' in the Toolkit. If you do, you will need to state that you have a register and specify where it is held**

Staff Bring Your Own Device Policy (BYOD)

If you allow staff to use their own phones/ mobile devices you must have a policy outlining how this works and how it is managed. You do not need this policy if staff do not use their own devices.



Additional Information Needed for Standards Met

To complete the Toolkit to Standards Met you will also need the following:

- A Training Needs Analysis of Data Protection/ Security needs
- Systems Administrators need to sign an agreement holding them to higher standards
- A document highlighting any unsupported software you use, and business need and risks (if you have unsupported software)

Make sure you have the information stated above to hand before you begin the assessment questions as this will save you a lot of time.

Completing the Assessment

The Toolkit comprises of a list of questions.

You will initially be presented with 27 mandatory questions – these are referred to as the **Approaching Standards** questions. If you have previously completed to **Entry Level** these will need to be checked to ensure they are still current. Approaching Standards questions are confusingly marked as **mandatory** but the full list of questions are required to be completed to get to **Standards Met**

You cannot publish at Approaching Standards unless you upload an action plan on you plan to address the issues stopping you from publishing at Standards Met. The action plan is provided as a downloadable spreadsheet from the DSPT assessment page and identifies the additional evidence required.

To complete to **Standards Met** you will need to complete a further 16 questions using the information you have collected above.

Once you have done this successfully, you can **publish your Toolkit**.

Once published the Toolkit results are normally valid for 12 months. **You will be sent a reminder email after that date to remind you to reconfirm your Toolkit status.**

Toolkit Question Types

The Toolkit will ask you three types of questions:

- **A tick box to confirm your answer** (essentially yes or no)
- **A text comment/ statement**
- **Upload a document, reference a document, weblink or entre text** – You should always use the ‘Enter Test’ option; you do not have to upload documents unless you want to but you must specify in the test box where the document is located (e.g. on a computer in the care home).

All questions include an optional comments box – we recommend that you do not make any comments.

You must also tick a confirmation box after you have completed each section of questions!