

# Data Security and Protection (IG) Toolkit Workshop

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# Introduction

- The new Toolkit
- PSNC guidance
- Steps to completion
- PMR supplier questions
- Mandatory non-GDPR questions
- Demonstration



# Data Security and Protection Toolkit



**Information and technology**  
**for better health and care**

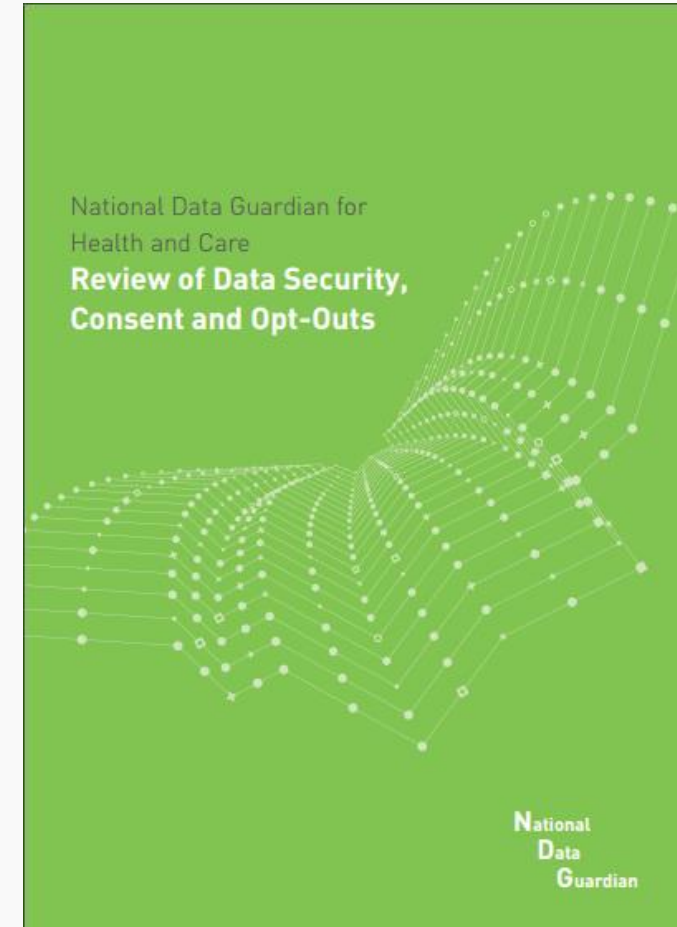
**Presented by: John Hodson**  
**NHS Digital**

# What is the Data Security and Protection Toolkit

- Online data security self assessment
- Replacement for the IG Toolkit
- Lets organisations measure themselves against the NDG Data Security Standards
- Provides help for organisations with support to comply with GDPR
- All organisations that process health and care data should complete a Data Security and Protection Toolkit and it is required for NHSmail and EPS.

# Why data security is important

- It's about Trust!
- “Trust cannot be ensured without secure systems...”
- People trust the health and care system to protect information.
- Data Security must support digital transformation otherwise the risk of breaches increase and trust will be lost.



# What has changed?

- Move away from level 1,2,3 and towards 'mandatory' evidence items
- Removed duplication
- Aligned with NDG Standards and GDPR
- More concise requirements
- Documentary evidence only required where it adds value
- Exemptions for organisations which use PSNC GDPR Workbook, NHSmail or have in place a relevant standard (Cyber Essentials PLUS)



# What you need to do

- Register  
<https://www.dsptoolkit.nhs.uk/Account/Register>
- If you part of a chain consider batch submission
- Complete the toolkit (use you PSNC GDPR Workbook)
- Publish

# Help and support

- Register
- <https://www.dsptoolkit.nhs.uk/Account/Register>
- PSNC Pages.
- <https://psnc.org.uk/ig>
- FAQs including Training Tool.
- <https://www.dsptoolkit.nhs.uk/News/9>
- DSP Toolkit Support available through.
- [Exeter.helpdesk@nhs.net](mailto:Exeter.helpdesk@nhs.net)
- Toolkit training and update events
- <https://www.dsptoolkit.nhs.uk/News/10>

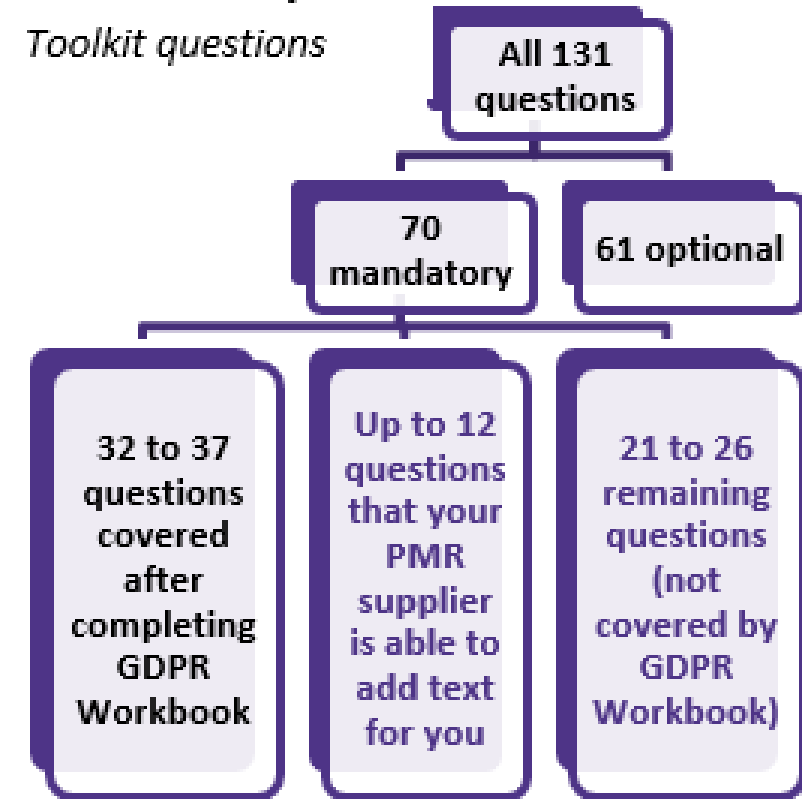


# Support for completion

PSNC has worked with NHS Digital on how to reduce contractor workload:

- Around half of the questions will be auto-completed if you have completed our GDPR Workbook
- Some PMR suppliers may help to answer up to 12 technical questions
- PSNC has published a series of detailed guidance documents

*A breakdown of the  
Toolkit questions*



# PSNC guidance documents

- **Overview briefing** – six steps to complete the Toolkit
- **Question-by-question guidance (mandatory questions)** – to help complete the mandatory questions not already marked as completed
- **Question-by-question guidance (all)** – spreadsheet covering all questions

Find these at: [psnc.org.uk/ig](https://psnc.org.uk/ig)

The image displays two PSNC documents and a screenshot of a spreadsheet. The top document is 'PSNC Briefing 064/18: Completing the Data Security and Protection Toolkit: Overview', dated January 2019. It outlines the six steps to complete the toolkit and provides background information. The bottom document is 'Completing the Data and Security (IG) Protection Toolkit: Question-by-question guidance', also dated January 2019. The spreadsheet, titled 'Index/notes Completing the Data Security (IG) & Protection Toolkit: Question-by-question guidance', lists four categories of questions: 1. All questions (mandatory and optional), 2. Filtered questions: Not covered by GDPR Workbook (mandatory), 3. Filtered questions: Covered by GDPR Workbook (mandatory), and 4. Filtered questions: Technical questions that supplier may assist with, or auto-insert text (mandatory). A key indicates that green cells represent suggested actions to complete mandatory questions, and grey cells represent areas where a PMR supplier may enter text against a question. Further resources are listed at the bottom, including PDF versions of the toolkit completion guidance.

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Contract and IT

Updated January 2019

PSNC Briefing 064/18: Completing the Data Security and Protection Toolkit: Overview

This briefing may assist community pharmacy contractors to complete the new Data Security and Protection Toolkit (previously 'IG Toolkit'). It can be used alongside [Toolkit: Question-by-question PSNC guidance](#) to complete the Toolkit no later than the 31st March 2019 deadline.

**Background**

Contractors are required to give information governance assurances to the NHS each year via an assurance now called the [Data Security and Protection Toolkit](#). Questions have been updated to incorporate the [Protection Regulation \(GDPR\)](#) and the [Ten Data Security Standards](#) for the health sector.

**Six steps to complete the Toolkit**

1. Register for the Toolkit and log in
2. Enter information into your Toolkit
3. Confirm whether you completed cross-sector Community Pharmacy the workbook, then 32 to 37 of the workbook
4. Confirm who your Data Protection Officer is
5. Confirm that NHSmail is the only email address used for the health sector
6. Confirm that NHSmail is the only email address used for the health sector

First register on the [Toolkit registration page](#) using an email address (NHSmail or otherwise), you have obtained your login credentials.

**2. Enter information into your Toolkit**

- a) Confirm whether you completed cross-sector Community Pharmacy the workbook, then 32 to 37 of the workbook
- b) Confirm who your Data Protection Officer is
- c) Confirm that NHSmail is the only email address used for the health sector

A breakdown of the Toolkit questions

All 131 questions

70 mandatory

61 optional

Up to 12

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Contract and IT

Updated January 2019

Completing the Data and Security (IG) Protection Toolkit: Question-by-question guidance

This document provides community pharmacy contractors with question-by-question guidance for the remaining mandatory questions not automatically marked "complete" within the new Data Security and Protection Toolkit (previously called the IG Toolkit).

**Background and overview**

For an overview of how to complete the Toolkit please firstly read: [Briefing: Toolkit overview](#) which explains how to:

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

A1

Index/notes Completing the Data Security (IG) & Protection Toolkit: Question-by-question guidance

PSNC has developed this guidance to help pharmacy contractors complete the Toolkit for 2018/19

Index	Guidance
1	All questions (mandatory and optional)
2	Filtered questions: Not covered by GDPR Workbook (mandatory)
3	Filtered questions: Covered by GDPR Workbook (mandatory)
4	Filtered questions: Technical questions that supplier may assist with, or auto-insert text (mandatory)

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This spreadsheet may be used in conjunction with those further resources listed below.

**Key**

Green = Suggested action/s to complete mandatory question

Grey = PMR supplier may enter text against question

**Further resources**

- [Toolkit completion: Question-by-question guidance \(mandatory questions\) \(PDF version\)](#)
- [Toolkit completion: Overview](#)

Index and notes All questions Filter-Mandatory to do Filter-covered by GDPR Workb Filter- PMR may ...

# 1. Register for the Toolkit

First, register on the Toolkit registration page\*

- You need an email address (NHSmail or otherwise) and your pharmacy's ODS (F) code
- Then login to the Toolkit

*\*You'll find a link to the Toolkit registration page in the resources box opposite this webinar screen.*

BETA This is a new service

  
Digital

Register Log in

## Data Security and Protection Toolkit

News Help

### Before You Register

You will need.

- Your email address
- A valid organisation code

You can look up your organisation code via the [ODS Portal](#) (available to users with access to the HSCN / N3 network only) or alternatively [contact us](#).

Continue to questions

## 2. Complete your Organisation Profile

- Enter key roles for the pharmacy, including the Data Protection Officer and Caldicott Guardian
- Did you complete PSNC's GDPR Workbook earlier this year?

[Assessment](#) [Report an Incident](#) [Admin](#) [▼](#)

### Test Profile Details

Changing your organisational profile may alter the assertions and evidence you are asked to respond to.

#### Sector Information

Primary Sector	Pharmacy	<a href="#">Change</a>
		<a href="#">Change</a>
		<a href="#">Change</a>
		<a href="#">Change</a>

#### Has your organisation fully completed the GDPR "Workbook for Community Pharmacy (Part 3)"?

The Workbook for Community Pharmacy (Part 3) has been created by the cross-sector Community Pharmacy GDPR Working Party (made up of PSNC, NPA, CCA, AIMp, RPS, CPPE and CPW) to assist community pharmacy contractors in working towards General Data Protection Regulation (GDPR) compliance.

The Workbook for Community Pharmacy (Part 3) is available from the [PSNC website \(opens in new tab\)](#)

☐ Yes

☒ No

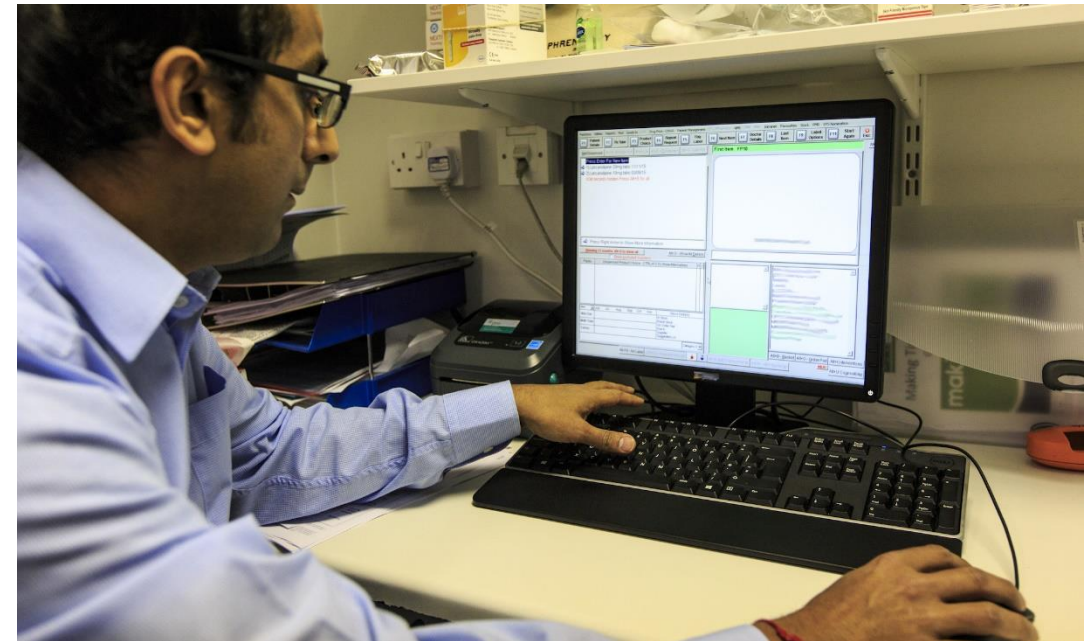
☐ Not Sure

[Save](#)

### 3. Select your PMR supplier

Some suppliers will bulk-add text for contractors in February:

- Cegedim
- EMIS
- Positive Solutions
- RxWeb



*Dan is going to explain more in a moment*



## 4. Consider staff training

- Must ensure 95% of all current staff have been trained
- Toolkit Q 3.3.1 says “Level 1 Data Security Awareness training” but equivalent training is acceptable
- GDPR staff training booklet from PSNC meets this





## 5. The batch submission feature

- For use by pharmacy organisations with four or more branches
- Allows creation of a 'master' head office submission
- Currently in the advanced testing phase

*John is going to explain more in a moment*





## 6. Complete remaining mandatory questions

- The 'optional' questions do not require completion
- Use the filtering options to just display the mandatory questions

*Will is going to explain more in a moment*

Assessment
Report an Incident
Admin

### Assessment

[Data Security and Protection Standards for health and care \(opens in a new tab\)](#) sets out the requirements for health and care organisations. Completing this Toolkit self-assessment, will help you meet the assertions, will help meeting the NDG standards.

Filter by:
clear filters

**Mandatory**  
☒ Mandatory (29)  
☐ Not Mandatory (9)

**Assertion Status**  
☐ Not Met (29)

**Confirmed**  
☐ Not Confirmed (29)

**Owner**  
☐ No Owner (29)

**Progress**  
[Progress dashboard and reports](#)  
4 of 70 mandatory evidence items provided  
0 of 38 assertions confirmed  
**Your assessment status** (If you were to publish now)  
Standards NOT Met  
Publish Assessment

Filter by:

**Mandatory**  
☐ Mandatory (29)  
☐ Not Mandatory (9)

**Assertion Status**  
☐ Not Met (29)  
☐ Other (9)

**Confirmed**  
☐ Not Confirmed (38)

**Owner**  
☐ No Owner (38)

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ards (opens in a new tab).

curity and protection within

1.1.1	<a href="#">Name of Senior Information Risk Owner.</a>	Mandatory	COMPLETED
1.1.2	<a href="#">SIRO Responsibility for data security has been assigned.</a>	Mandatory	

# Selecting your PMR supplier

Some suppliers may bulk-add text for contractors in February:

- Cegedim
- EMIS
- Positive Solutions
- RxWeb



# Technical questions (selected examples)

- Name of anti-virus product (6.3.1)
- List of systems (1.4.5)
- Systems are kept updated with security patches (8.3.1)
- Networking components default passwords updated (9.1.1)
- Further advice



# Organisation profile: technical items

Example questions within your organisation profile webpage:

## Mail System

Is NHS Mail the only email system used by your organisation?

No

[Change](#)

## Cyber Essentials PLUS

Does your organisation have Cyber Essentials PLUS Certification with a scope covering all health and care data processing awarded during the last 12 months?

No

[Change](#)



# Mandatory non-GDPR questions

- Caldicott Guardian (1.1.3)
- Data Protection Officer (1.1.6)
- Data Protection Impact Assessment (1.6.12)
- Staff to pass mandatory test (3.3.1)
- Specialist roles (3.4.2)
- Process reviews (5.1.1)

Evidence item 1.1.3

## **Name of Caldicott Guardian.**

A Caldicott Guardian is a senior person responsible for protecting the confidentiality of people's health and care information and making sure it is used properly. This can be the same person as other roles highlighted. If not relevant for your organisation mark N/A.

Mr Smith

## **Comments (optional)**

Save

Cancel



The background is an abstract composition of soft, out-of-focus light spots (bokeh) in shades of blue and purple. Diagonal streaks of light, transitioning from purple to pink, cut across the frame from the top right towards the bottom left. On the left side, there are larger, more complex bokeh shapes in light blue and white.

**Demonstration**

# Any questions?

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