



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

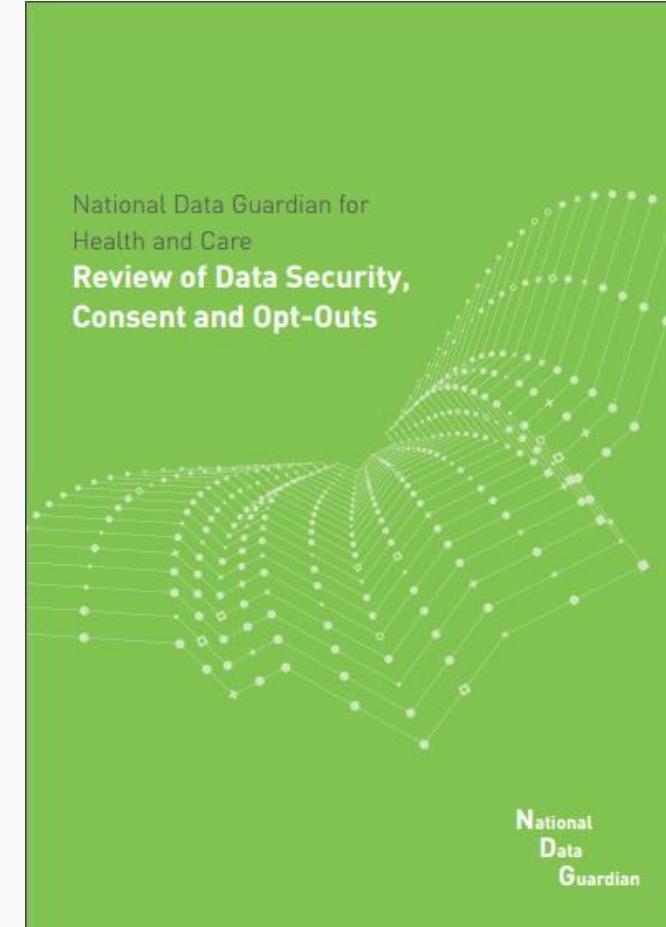
Presented by: John Hodson
NHS Digital

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, NHSmile 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

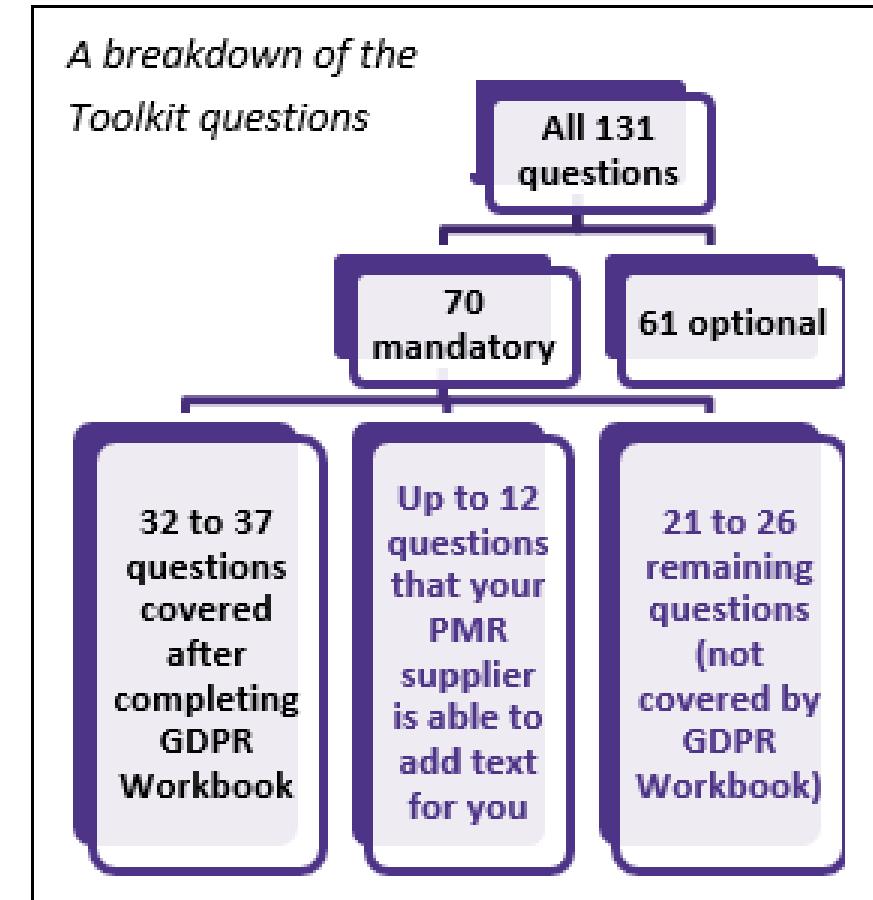
Help and support

- 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
- 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



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

The image shows a composite of several documents and a spreadsheet. At the top left is the PSNC logo with the tagline 'PHARMACY the Heart of our Community'. To the right is a yellow circular graphic with the text 'Contract and IT'. Below the logo is a document titled 'PSNC Briefing 064/18: Completing the Data Security and Protection Toolkit: Overview' from January 2019. It includes a diagram showing 131 questions: 70 mandatory, 61 optional, and up to 12 extra. Another yellow circular graphic with 'Contract and IT' is to the right. In the center is a document titled 'Completing the Data and Security (IG) Protection Toolkit: Question-by-question guidance' from January 2019. It provides guidance for the remaining mandatory questions. Below these is a Microsoft Excel spreadsheet titled 'Completing the Data Security (IG) & Protection Toolkit: Question-by-question guidance'. The spreadsheet has four rows of data:

- 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)

Each row is color-coded. A legend at the bottom right of the spreadsheet defines the colors: green for 'Suggested action/s to complete mandatory question' and grey for 'PMR supplier may enter text against question'. The PSNC logo and 'PHARMACY the Heart of our Community' are also present on the spreadsheet. At the bottom left is a 'Further resources' section with links to 'Toolkit completion: Question-by-question guidance (mandatory questions) (PDF version)' and 'Toolkit completion: Overview'.

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.*

ODS Portal (available to users with access to the HSCN / N3 network only) or alternatively [contact us](#)'. A blue button at the bottom right says 'Continue to questions'." data-bbox="552 332 949 799"/>

BETA This is a new service

NHS 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** [Change](#)

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 Completing this Toolkit self-
you meet the assertions, will 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)

1.1.1 Name of Senior Information Risk Owner. Mandatory **COMPLETED**

1.1.2 SIRO Responsibility for data security has been assigned. 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](#)

Demonstration

Any questions?

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