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| < Insert name of pharmacy>  **Data security and information governance protection policies and procedures: Staff signature list** | | | | <Insert pharmacy logo> |
| Doc prepared by: | Doc approved by: | Date next review due: |  |  |
| Date prepared: | Date approved: | Date review takes place: |  |  |

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| ***About the use of this document and related resources****: This* [*data security*](http://psnc.org.uk/ds) *document assists the pharmacy’s aligment with the*[*Data Security and Protection Toolkit (DSPTK)*](http://psnc.org.uk/dsptk)*. Related pharmacy policies are at PSNC’s* [*data security templates webpage*](http://psnc.org.uk/dstemplates)*.* |

The following people from this pharmacy have seen the following documentation and guidance, have undertaken relevant training and confirm here their understanding of the responsibilities they carry for the proper handling of confidential data.

**Documentation and guidance:**

* Access control and password management SOP
* Business continuity
* Terms and Conditions for Smartcards - Form RA01

-Note, to operate EPS Release 2, staff that need access to the Electronic prescription Service will need to sign-up to the RA01 Form terms and conditions

-Even those without a Smartcard should be aware of the permissible uses of a Smartcard and the security requirements around its issue and use.

* Data security and IG policy
* Confidentiality code of conduct (which include guidelines for collecting patient consent)
* Data transfer SOP
* Portable devices guidelines and Bring Your Own Device policy
* IG / data security incident management SOP
* Pharmacy IG / data security leaflet

**Training**

I have read the Pharmacy data security and IG training (for induction or refreshment) or GDPR training Booklet for Pharmacy Staff (Part 2) or equivalent (see [psnc.org.uk/dstraining](http://www.psnc.org.uk/dstraining)).

[Alternatively staff may annually sign and date onto a suitable booklet itself each year to confirm training is refreshed].

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| **Name in block capitals** | **Signature** | **Date** |
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| *This data security document assists the pharmacy’s aligment with the Data Security and Protection Toolkit (DSPTK). Related pharmacy policies and more can be found at:*   * [*psnc.org.uk/ds*](http://psnc.org.uk/ds)*;* [*psnc.org.uk/dsptk*](http://psnc.org.uk/dsptk)*; and* [*psnc.org.uk/dstemplates*](https://psnc.org.uk/dstemplates)*.*   *Pharmacy contractors with queries about the original template or questions about DSPTK may contact* [*it@psnc.org.uk*](mailto:it@psnc.org.uk)*. This document is based on a template updated during: Feb 2021* |