

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| < Insert name of pharmacy>  **List of staff and IT rights** | | | | <Insert pharmacy logo> |
| Doc prepared by: | Doc approved by: | Date next review due: |  |  |
| Date prepared: | Date approved: | Date review takes place: |  |  |

The [Data Security and Protection Toolkit](https://psnc.org.uk/dsptk) ('Toolkit') includes questions related to your list of suppliers that process data.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Staff member** | **Start date** | **Finish date** | **NHSmail account linked to shared mailbox** (yes/no) | **Smartcard has ODS code(s) removed by local Registration Authority (RA)** (yes/no) | **IT login rights active** (yes/no) | **Other notes** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Note: IT rights may be set out within individual IT systems, within the Asset register or separately. See also: DSPTK Template 6: Asset Register (at [*psnc.org.uk/dstemplates*](https://psnc.org.uk/dstemplates)).

|  |
| --- |
| *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* |