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| < 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.

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| **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** |
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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)).

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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**. This document is based on a template updated during: Feb 2021* |