



Data Security and Protection Toolkit FAQs

Community pharmacy owners are encouraged to complete the Data Security and Protection Toolkit as soon as possible. The deadline for completing the mandatory questions in the 2023/24 Toolkit is 30th June 2024.

Before completing the Toolkit, owners should review Community Pharmacy England's [Steps to completion guidance](#) and [question-by-question guidance](#).

Q. Does the question on 'supported software' apply to all software?

No. The requirements for this question – and all of the questions in the Toolkit – relate only to clinical systems through which patient data flows or is transmitted.

Q. For questions regarding lists (e.g. 1.1.2), I have used the 'comments' box but the question isn't showing as completed. How do I mark it as complete?

Where this is the case, please enter your answer into the 'document location' text box instead of the 'comments' box. Read more in Community Pharmacy England's question-by-question guidance.

Q. One question asks whether 95% of staff or more have been trained. What training options are available?

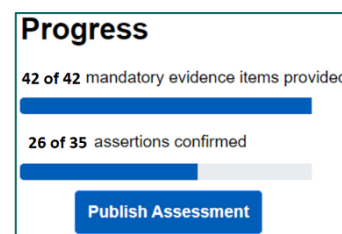
NHS Digital has confirmed to Community Pharmacy England that this question can be marked as complete where staff training has been completed using the following resources: [Pharmacy data security and IG training \(for induction or refreshment\)](#), the [GDPR guidance for Community Pharmacy \(Part 2\)](#) staff training booklet, NHS Digital Data security awareness level 1, or an equivalent training option (see www.cpe.org.uk/dstraining).

Q. Can I amend an answer after I've submitted ('published') my Toolkit? Can I re-publish it?

You can re-publish the Toolkit multiple times allowing you add new or extra information, if required.

Q. I am about to submit my Toolkit. It explains I've met standards but states not all assertions are entered – is this sufficient to enable me to publish my assessment?

Not all assertions need to be marked as completed because some of your questions may have been auto-completed. If you are confirmed to have met the standards and have completed all mandatory questions, you can 'publish' or submit your answers.



Q. Do I need to upload documents to the Toolkit e.g. my GDPR workbook etc?

No. There is no requirement to upload any documents to the Toolkit, however, you may do so if you wish. You are also able to enter text or to refer to documents within your own pharmacy when completing the Toolkit e.g. within the text field for 'document location' that is available for some questions.

Q. There is an 'Org profile' question on whether I use NHSmail, but I use email too. How should I answer?

In the likely event that [NHSmail](#) is the only email system that your pharmacy uses to transmit and receive patient data to/from another healthcare professional who also uses NHSmail, enter 'Yes'. This requirement within the Toolkit concerns the processing of patient data.

Q. Will PMR suppliers be adding a feature to auto-insert text?

It is unlikely that PMR suppliers will be adding the auto-insert text feature this year which is available to suppliers should they choose to use it. Further information about this feature is available [here](#). Please use Community Pharmacy England's question-by-question guidance to help you to complete the technical questions. Please also use the information provided by your IT/PMR support; you may also be able to ask them for direct assistance in some instances.

For more information about the DSPTK Toolkit, please read Community Pharmacy England's : [Steps to completion guidance](#) and [the question-by-question guidance](#).