

# 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 Toolkit 2026 is **30th June 2026**.

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' and multi-factor authentication apply to all software?**

No. The requirements for these questions – 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 if 95% of staff or more of staff 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 [cpe.org.uk/dstraining](https://cpe.org.uk/dstraining)).

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

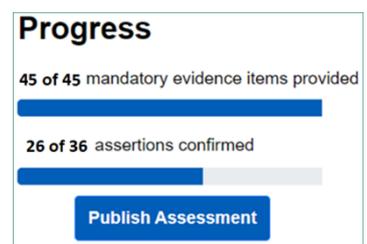
You can republish the Toolkit multiple times, allowing you to add new or additional information, if required.

**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 can also enter text or refer to documents within your pharmacy when completing the Toolkit, e.g., in the 'document location' field available for some questions.



**Q. There is an 'Org profile' question on whether I use a work email other than NHSmail. How should I answer?**

In the likely event you use an email system other than [NHS.net Connect](#), enter 'No'. Note that in previous years, the toolkit and our guidance addressed this question regarding the processing of patient data in email. However, this year the question relates only to email use.

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

It is unlikely that PRM suppliers will add the auto-insert text feature this year, which is available to suppliers who 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 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](#).