

Entry Level Evidence Items

You need to complete these 14 items to access NHSmail.

Number	Evidence Item	Complete?
1.2.1	Are there approved data security and protection policies in place that follow relevant guidance?	
1.3.1	What is your ICO Registration Number?	
1.3.3	How have Individuals been informed about their rights and how to exercise them?	
1.4.1	Provide details of the record or register that details each use or sharing of personal information.	
1.5.1	Is there approved staff guidance on confidentiality and data protection issues?	
1.6.1	There is an approved procedure that sets out the organisation's approach to data protection by design and by default, which includes pseudonymisation requirements.	
1.6.5	There is a staff procedure, agreed by the person with responsibility for data security, on carrying out a Data Protection Impact Assessment that follows relevant ICO guidance.	
1.6.6	Is a Data Protection Impact Assessment carried out before high risk processing commences?	
1.7.1	There is policy and staff guidance on data quality.	
2.1.2	When did your organisation last review the list of all systems/information assets holding or sharing personal information?	
2.2.2	Do all employment contracts contain data security requirements?	
4.1.1	Your organisation maintains a record of staff and their roles.	
6.1.1	A data security and protection breach reporting system is in place.	
10.1.1	The organisation has a list of its suppliers that handle personal information, the products and services they deliver, their contact details and the contract duration.	