

# Using the DSPT for the first time: Webinar Q&A

12 May 2022



This Q&A is based on discussions during our webinar on Using the DSPT for the first time.

We are also updating our online [FAQ about the DSPT](#).

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Question	Answer
<p><b>Who should complete the DSPT?</b></p> <p>I am unsure as a residential provider whether we are required to complete the DSPT. We are regulated by CQC. How will I obtain a definitive answer please?</p>	<p>It is mandatory to complete the DSPT if you operate under NHS standard contracts. Some local authorities also make this a contractual requirement so it's important to check your contract with the LA (if you have one).</p> <p>The DSPT is also a mandatory prerequisite for using NHS systems for example NHSmail, Proxy Access to Ordering Medication, or shared care records.</p> <p>Our strong advice is, of course, that all care providers should complete the DSPT as a way of checking your data and cyber security policies, procedures and practices.</p>

<p>Is the DSPT mandatory for Dom Agencies that support NHS funded clients or is it voluntary?</p>	<p>It is mandatory if you have an NHS standard contract in place for your NHS funded clients. You should check if this is a contractual clause. Many local authorities are also adding the DSPT to their contracts.</p> <p>The DSPT is also a mandatory prerequisite for using NHS systems for example NHSmail, Proxy Access to Ordering Medication, or shared care records. If it's not a clause in your contract it is best practice but not mandatory.</p>
<p>For a new submitting organisation, which is Government, do we need to submit a baseline assessment? We do not provide health or social care but direct policy and strategy and mandate etc.</p>	<p>The DSPT should be completed by any organisation which has access to NHS Patient Data or NHS Systems. If you don't have any direct care provision or use NHS data you may not need to complete the Toolkit. There is more information which covers which organisations need to complete the DSPT here: <a href="https://www.dsptoolkit.nhs.uk/Help/about">https://www.dsptoolkit.nhs.uk/Help/about</a></p>
<p>Do we need to complete the DSPT if we only provide residential (i.e. Non-nursing) care with no clients funded by the NHS?</p>	<p>It is mandatory to complete the DSPT if you operate under NHS standard contracts. Some local authorities also make this a contractual requirement so it's important to check your contract with the LA (if you have one).</p> <p>The DSPT is also a mandatory prerequisite for using NHS systems for example NHSmail, Proxy Access to Ordering Medication, or shared care records.</p>
<p>As we no longer have a care home but only a domiciliary care organisation, does the DSPT still apply to us?</p>	<p>The DSPT applies to all CQC registered care organisations.</p> <p>It is mandatory to complete the DSPT if you operate under an NHS standard contract and some local authorities also make this a contractual requirement so it's important to check your contract with the LA (if you have one).</p> <p>The DSPT is also a mandatory prerequisite for using NHS systems for example NHSmail, Proxy Access to Ordering Medication, or shared care records.</p>

<p>Our org is just trying to register as an approved care provider with the NHS and don't currently have any NHS clients. Do we need to register for the DSPT as part of our registration process?</p>	<p>Yes, if you have NHS contracts, completing the DSPT is a contractual requirement. So you should get the DSPT in place.</p>
<p>We understand that it is a requirement to have the right policies in place when it comes to data protection, IT and tech systems and we've taken many steps to comply with legislation and CQC compliance. But, is the DSPT a requirement to complete or is it a service to help in complying with data protection and CQC?</p>	<p>The DSPT is a self-assessment tool which asks you to evidence that you have policies and processes in place for data protection and IT. It is a requirement to complete it if you use NHSmail or other NHS systems like shared care records or proxy access for ordering medication.</p> <p>If you've already done a lot of work on your CQC compliance and Data Protection legislation then you will find the DSPT very simple. The DSPT helps to provide evidence to CQC.</p>
<p>Is the DSPT a requirement for recruitment agencies who supply to the NHS?</p>	<p>It is likely it will be a requirement. You can check this here:  <a href="https://www.dsptoolkit.nhs.uk/Help/about">https://www.dsptoolkit.nhs.uk/Help/about</a></p>
<p>Are software providers required to complete the DSPT? What if they need NHS login and access to PDS for the software to function? Is a software supplier that is supplying to more than one organisation regarded as a multiple site or single site?</p>	<p>The Data Security and Protection Toolkit should be completed by any organisation which has access to NHS Patient Data or NHS Systems. If you don't have any direct care provision or use NHS data you may not need to complete the Toolkit. If you use NHS data then you should complete the DSPT. There is more information which covers which organisations need to complete the DSPT here:  <a href="https://www.dsptoolkit.nhs.uk/Help/about">https://www.dsptoolkit.nhs.uk/Help/about</a></p>
<p><b>Registration and ODS codes</b></p>	
<p>If we are a subsidiary for a company that have an ODS code, do we need to register for a separate ODS code as we have separate policies etc?</p>	<p>You will also have a separate ODS code for your sites. If you use different policies and procedures, you should register and complete separately.</p>
<p>How do we know if we have registered for the DSPT?</p>	<p>You can search for your organisation here:  <a href="https://www.dsptoolkit.nhs.uk/OrganisationSearch">https://www.dsptoolkit.nhs.uk/OrganisationSearch</a>          If you haven't registered your organisation will not show up in the search</p>

<p>Being a newly registered provider with CQC at what point should I register for the DSPT? We currently do not service any clients.</p>	<p>Your ODS code is linked to your CQC registration and can take up to 6 weeks to be generated. After you have your code you can register whenever you like</p>
<p>Thanks. I didn't find an ODS number when i did a search on the NHS site  <a href="https://odsportal.digital.nhs.uk/Organisation/Search">https://odsportal.digital.nhs.uk/Organisation/Search</a></p>	<p>Contact your Local Support Organisation who can help you to find your ODS code.  <a href="https://www.digitalsocialcare.co.uk/data-security-protecting-my-information/better-security-better-care/local-support-partners/">https://www.digitalsocialcare.co.uk/data-security-protecting-my-information/better-security-better-care/local-support-partners/</a></p>
<p><b>Multi-site organisations</b></p>	
<p>If you are a multi site organisation and currently hold cyber security certification for the whole group such as cyber essentials etc. do we still need to complete DSPT?</p>	<p>Yes - but completing Cyber Essentials removes a number of questions from the DSPT. When you register for the DSPT you can tick a box to say you have cyber essentials and this will automatically remove questions. If you want to discuss how this works in more detail, you can contact Digital Social Care on <a href="mailto:help@digitalsocialcare.co.uk">help@digitalsocialcare.co.uk</a></p>
<p>If you are a multiple site and register with the parent ODS code, how do you then make sure you are doing the DSPT as the headquarters for all sites, rather than individually?</p>	<p>Here is info about registering <a href="https://www.digitalsocialcare.co.uk/data-security-protecting-my-information/data-security-and-protection-toolkit/multisite-social-care-organisations/">https://www.digitalsocialcare.co.uk/data-security-protecting-my-information/data-security-and-protection-toolkit/multisite-social-care-organisations/</a>          If you can't see all the services listed, you can ask the DSPT Exeter Helpdesk to add these 0300-303-4034.          If you need further help with completing our publishing as a large multi site organisation contact Digital Social Care helpline <a href="mailto:help@digitalsocialcare.co.uk">help@digitalsocialcare.co.uk</a></p>
<p>We are a franchise with multiple offices , how do I check for registration? I could not see my local office when I checked</p>	<p>How to check if you're registered and what your DSPT status is  <a href="https://www.digitalsocialcare.co.uk/data-security-protecting-my-information/data-security-and-protection-toolkit/check-your-dspt-status/">https://www.digitalsocialcare.co.uk/data-security-protecting-my-information/data-security-and-protection-toolkit/check-your-dspt-status/</a>           If you cannot see your local office when you search, your organisation hasn't registered</p>

<p>When you are registering for a multi site can you select more than one type of organisation i.e. social care provider and "xyz" if your multi site company does more than 1?</p>	<p>You can't register as more than one service type as it's unlikely that you will use the same policies and procedures across all service types. The DSPT also has different questions depending on the sector you are in. If you contact our main helpdesk (rather than the LSO) on <a href="mailto:help@digitalsocialcare.co.uk">help@digitalsocialcare.co.uk</a> we can advise on how best to register and publish in more detail.</p>
<p><b>Completing the DSPT</b></p>	
<p>I am a new user who inherited the 20/21 documentation from my predecessor. How do I proceed in this case to meet the 21/22 requirements? Are the parameters very similar? What should my approach be to understand the new requirements?</p>	<p>There are very few changes to the requirements compared to last year. You may find our webinars on how to Review and Republish useful <a href="https://www.digitalsocialcare.co.uk/events/">https://www.digitalsocialcare.co.uk/events/</a>  Also see our guidance on Reviewing and Republishing. <a href="https://www.digitalsocialcare.co.uk/data-security-protecting-my-information/data-security-and-protection-toolkit/published-before-review-and-republish-your-dspt/">https://www.digitalsocialcare.co.uk/data-security-protecting-my-information/data-security-and-protection-toolkit/published-before-review-and-republish-your-dspt/</a>  And contact your Local Support Organisation who can help you through each step. <a href="https://www.digitalsocialcare.co.uk/data-security-protecting-my-information/better-security-better-care/local-support-partners/">https://www.digitalsocialcare.co.uk/data-security-protecting-my-information/better-security-better-care/local-support-partners/</a></p>
<p>Section 1.3.14 talked about mobile phones. Does this include lap tops if they are used for work purposes or only mobile phone?</p>	<p>Yes, this includes all mobile devices such as phones, laptops, and tablets if they are being used for work purposes</p>
<p>The mandatory implementation of the National Data Opt-Out (NDOO), deadline of 31 March 2022, has been extended until 31 July 2022. It's not intended to extend implementation of the deadline any further. Is this final?</p>	<p>As far as we are aware, there are no current plans to extend the deadline further. That will be for DHSC to decide. We have social care specific guidance (<a href="https://www.digitalsocialcare.co.uk/data-security-protecting-my-information/national-data-opt-out/">https://www.digitalsocialcare.co.uk/data-security-protecting-my-information/national-data-opt-out/</a> ) and will also be providing updates in our newsletter if anything changes (<a href="https://www.digitalsocialcare.co.uk/newsletter-signup/">https://www.digitalsocialcare.co.uk/newsletter-signup/</a> )</p>

Does every submitting organisation require a Caldicott Guardian?	It is not currently mandatory for social care provider organisations to have a Caldicott Guardian. It is only mandatory for the public sector (e.g. NHS and local authorities). Social Care organisations can skip that question when registering.
What happens if you fail the DSPT?	The Data Security and Protection Toolkit is a self-assessment so it is not possible to “fail”. If you cannot answer all of the mandatory questions within the Toolkit you will not be able to publish your DSPT assessment or use it as evidence of your data security and protection arrangements. There is a lot of help to get you through so do contact your Local Support Organisation in your area. Find your Local Support Partner on the Digital Social Care website <a href="https://www.digitalsocialcare.co.uk/data-security-protecting-my-information/better-security-better-care/local-support-partners/">https://www.digitalsocialcare.co.uk/data-security-protecting-my-information/better-security-better-care/local-support-partners/</a>
If we have Cyber Essentials certification, do we still need to complete the DSPT?	Yes - but completing Cyber Essentials removes a number of questions from the DSPT. When you register for the DSPT you can tick a box to say you have cyber essentials and this will automatically remove questions. If you want to discuss how this works in more detail, you can contact Digital Social Care on <a href="mailto:hello@digitalsocialcare.co.uk">hello@digitalsocialcare.co.uk</a>
Is there specific staff training regarding DP/IG/IS that has to be completed and evidenced for a return in the DSPT?	Technically no. There is no specific training course that social care staff have to complete, or pass. We are publishing additional guidance around training this month. In the meantime, we signpost to training and resources in our Digital Skills area: <a href="https://www.digitalsocialcare.co.uk/digital-skills-and-training/">https://www.digitalsocialcare.co.uk/digital-skills-and-training/</a> and also host the Digital Skills Framework which can help: <a href="https://www.digitalsocialcare.co.uk/draft-digital-skills-framework-and-training-resources-published/">https://www.digitalsocialcare.co.uk/draft-digital-skills-framework-and-training-resources-published/</a>
Is our progress is saved automatically and we can continue with completing it another time not all in one go?	Yes it is saved automatically, and you can continue with completing it at another time.
Are their additional question depending on the size of your organisation i.e. more than 50 sites	No, it's the same number of questions for all social care organisations. It does change between sectors.
If you move offices after completing the DSPT what do you have to do in relation to the DSPT?	If you have moved and this has changed your CQC registration, your current ODS code will have been closed and you will have a new ODS code. Please find out your

	new code and then contact <a href="mailto:Exeter.helpdesk@nhs.net">Exeter.helpdesk@nhs.net</a> and ask them to move your DSPT submission to your new code.
What happens if I am submitting data to NHS Digital systems via an API and my DSPT says not meeting standards?	You would only be able to do this if NHS Digital have approved - please speak to your contact at NHS Digital and they can advise
<b>Contacts</b>	
<b>Issue</b>	<b>Who to contact</b>
Direct support with completing your DSPT	Your Local Support Partner. Find them here <a href="https://www.digitalsocialcare.co.uk/data-security-protecting-my-information/better-security-better-care/local-support-partners/">https://www.digitalsocialcare.co.uk/data-security-protecting-my-information/better-security-better-care/local-support-partners/</a>
Technical issues with finding your ODS code or technical problems with the DSPT itself	DSPT Exeter Helpdesk 0300-303-4034
Large, multi-site providers: help with registering and publishing for multiple services	Digital Social Care Helpline <a href="mailto:help@digitalsocialcare.co.uk">help@digitalsocialcare.co.uk</a> 0808 196 4848 (Mon-Fri 9-5)
Other queries	Digital Social Care Helpline <a href="mailto:help@digitalsocialcare.co.uk">help@digitalsocialcare.co.uk</a> 0808 196 4848 (Mon-Fri 9-5)

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Find out more about the [Better Security, Better Care support programme](#)

[www.digitalsocialcare.co.uk/bettersecuritybettercare](http://www.digitalsocialcare.co.uk/bettersecuritybettercare)

[Access guidance and information on the DSPT](#)

[www.digitalsocialcare.co.uk/bettersecuritybettercare](http://www.digitalsocialcare.co.uk/bettersecuritybettercare)