

Councils with in-house adult social care services: The Data Security and Protection Toolkit (DSPT)



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Better care.



Katie Thorn – Digital Social Care
10.06.22

Housekeeping



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- This webinar is being recorded
- Attendees are on mute and can't be seen
- Please use the **Q&A** function to ask questions.
- On a phone, tap the screen to see the controls – choose More and then **Q&A**
- Questions that we can't answer: we will come back to you.
- This webinar will last no longer than one hour
- You will get access to the recording and the presentation (inc links)

Agenda



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- What is the Better Security, Better Care programme?
- The Data Security and Protection Toolkit (DSPT) – what is it and why use it?
- How has the Toolkit changed in 2021/22?
- Completing the Toolkit for your in house adult social care services?
 - Choice A: Completing one Toolkit entry for the council and all services
 - Choice B: Each service to complete its own Toolkit entry
- Your questions
- Useful links

Digital Social Care – animation of DSPT



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Link to Video:

<https://vimeo.com/662613362>

What is Better Security, Better Care?



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Better Security,
Better Care -
National support
and resources



Better Security,
Better Care -
Local support



Template Policies
and Resources for
DSPT



Check your DSPT
status



Use the DSPT for
the First Time



Published Before:
Review and
Republish your
DSPT



- ✓ Free and official
- ✓ Online guidance, step by step films
- ✓ Webinars
- ✓ FAQs
- ✓ Template policies
- ✓ Helpline
- ✓ Tailored support from 28 Local Support Partners across England

www.digitalsocialcare.co.uk/bettersecuritybettercare

Data Security and Protection Toolkit – what is it and why use it



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- The DSPT is a really helpful guide and self-assessment tool for data security in social care
- It will help your care services keep people's confidential information safe
- It will help protect your care services from the risk of being fined for a data breach or disruption from a cyber attack
- Will demonstrate compliance with legal and CQC requirements
- Expected for NHS contracts and possibly for your service level agreements
- Supports access to shared care records with health services

CQC and DSPT



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Better record keeping and accountability assist with CQC regulatory compliance.

In November 2021 CQC introduced KLOE's that included information governance/use of technology, they include;

- **Effective – E1.3** How is technology and equipment used to enhance the delivery of effective care & treatment and to support people's independence?
- **Responsive – R1.6** How is technology used to support people to receive care and support quickly? Is the technology easy to use?
- **Well Led – W4.6** Are information technology systems used effectively to monitor and improve quality of care?
- **Well Led – W5.2** Does the service share appropriate information and assessments with other relevant agencies for the benefit of people who use the service?

“Our inspectors do encourage care providers to use the officially recognised [Data Security and Protection Toolkit](#) to assess their own data and cyber security arrangements – and provide evidence that they are complying with legal and regulatory requirements.” - [Read CQC's blog](#)

LAs and DSPT



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“To reduce duplication and promote standard and consistent evidence of data and cyber security, it is recommended that commissioners build into contracts the requirement to complete the Data Security and Protection Toolkit (DSPT), at the level of Standards Met.”

- Read the LGA’s [Data and Cyber Security - Guidance for Commissioners of Adult Social Care Services](#)

How has the Toolkit changed for 21/22?



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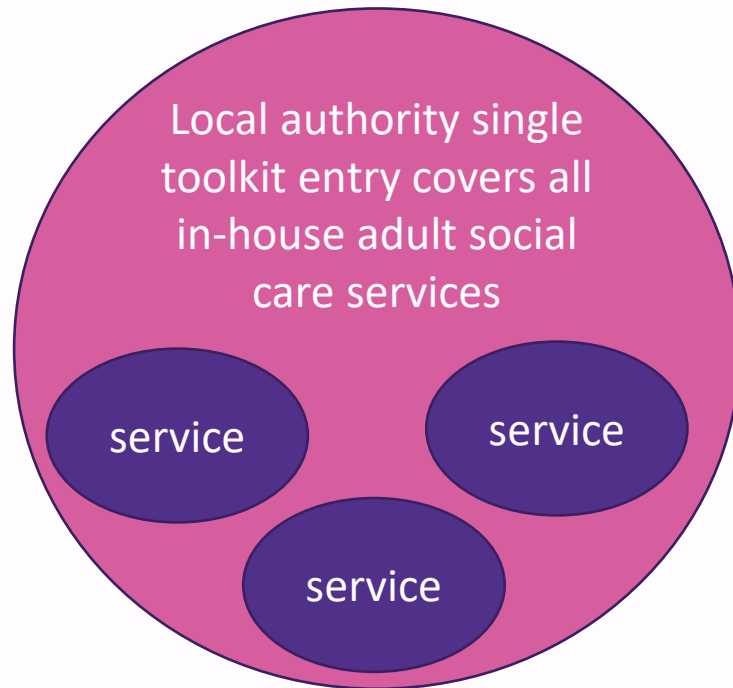
- Deadline 30 June 2022
- Published DSPT before – you will go straight to your Assessment View
- All previously entered information available
- If you were previously published at Entry Level or Approaching Standards – it will look different to what you have seen before. **DON'T PANIC!**
- Assessment view includes ALL DSPT questions relating to ALL sectors who use the DSPT
- **ONLY NEED TO ANSWER THE MANDATORY ONES** – These are for social care
- Assessment views differ for Single Sites and HQ Assessments
- If you are publishing for the first time – Approaching standards + Action Plan

Completing the Toolkit: Your choices as a local authority

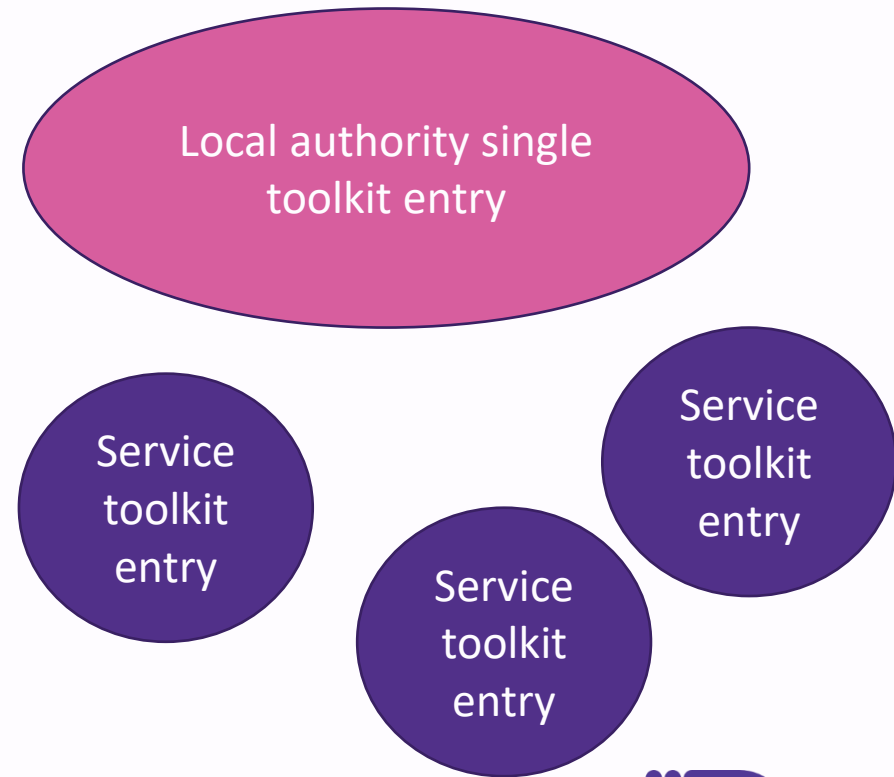


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- Option A



- Option B





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Option A: Things to think about

Across the local authority and each of the in-house services:

1. Are the same data and cyber security induction and training arrangements followed?
2. Are policies and procedures the same in the local authority and in all services?
3. Are there the same data security and data breach arrangements?
4. Are the IT arrangements the same in the local authority and for each service?

If the answers to all 4 questions are yes (or very similar) – then all services would have the same responses to the questions in the Toolkit and **you can complete on DSPT to cover the LA and its in-house services**

Option A: One local authority Toolkit



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Advantages

- Simple process
- Central control of the responses to questions
- Less impact on services' time

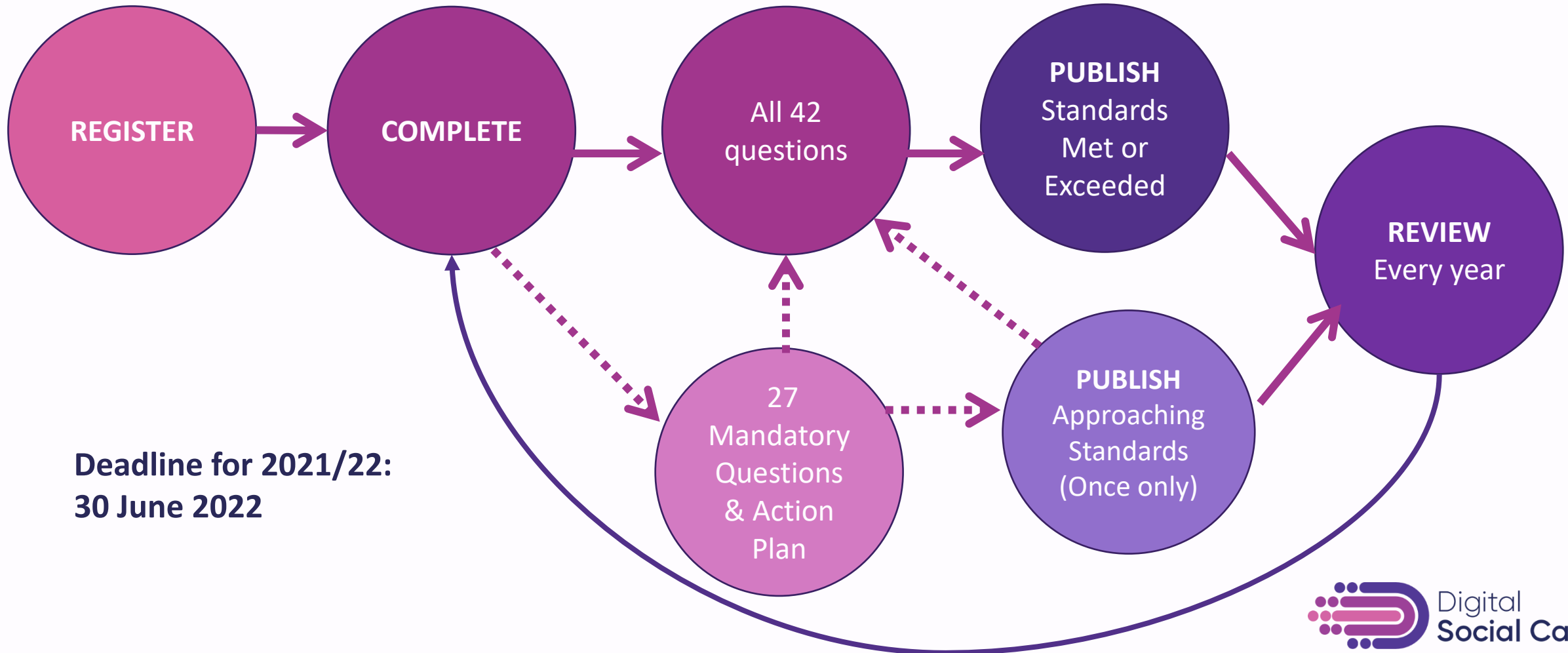
Some questions

- Do additional policies and procedures exist with the services?
- Are there record keeping systems – either paper or electronic – in addition to what's on the IAR?
- How does the service share data with its partners including families? Is this covered by the ROPA?
- How engaged are leaders within in-house services in this agenda?
- What is the culture amongst leaders and staff?

Option B: The 'Toolkit Journey' for your social care services



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**Deadline for 2021/22:
30 June 2022**

DSPT – so where do I start?



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- The toolkit is here: www.dsptoolkit.nhs.uk

BETA This is a new service

NHS Digital **Data Security and Protection Toolkit**

Register Log in

Organisation search News Help

The Data Security and Protection Toolkit is an online self-assessment tool that allows organisations to measure their performance against the National Data Guardian's 10 data security standards.

All organisations that have access to NHS patient data and systems must use this toolkit to provide assurance that they are practising good data security and that personal information is handled correctly.

This system is subject to ongoing development.

To find out if your organisation is already registered or has published the Toolkit

If not, register here

How to register for the Toolkit



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1. Find your
ODS codes

2. Choose
which ODS
code/s to
register
with

3. Register

4. Click the
link in the
email

5. Set up
your
password

<https://www.digitalsocialcare.co.uk/latest-guidance/how-to-find-your-ods-code/>

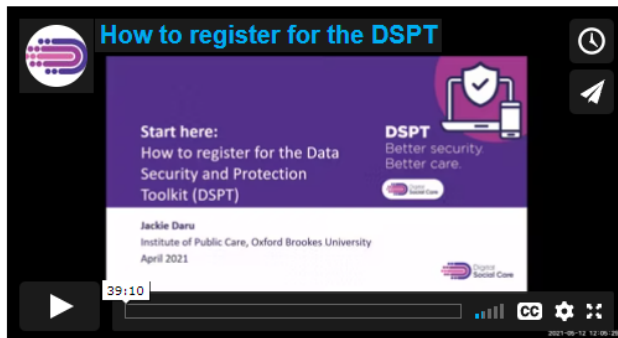
Support on registering



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Guidance and support

Follow the appropriate guidance for your service below. You can also watch this webinar recording on how to register. And get free support to register and complete your DSPT from the Better Security, Better Care programme.



Register: Multisite
Social Care
Organisations

>

Register: Single
Site Organisations

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USEFUL LINKS

[Guidance and webinar recordings on Digital Social Care website](#)

[Contact your Local Support Partner](#)

Option B: Each service completes their own Toolkit



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Advantages

- Supports detailed review of arrangements for data and cyber security
- Supports engagement of service managers in this agenda
- Impact on culture and staffing group
- Supports improvements in the safety of data

Some questions

- Can adult social care senior leads support service managers in terms of time to complete the questions?
- Can IG assist services e.g. can the council DPO help?
- Can central IT support services to answer the questions about council wide technology?

Option B: What local support is there for services completing their own Toolkit entry?



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- Your region/local area is supporting providers to complete the Toolkit through things like:
 - Webinars
 - Interactive online workshops
 - 1:1 support
 - Peer support
- You can access this through your local support partner:
<https://www.digitalsocialcare.co.uk/data-security-protecting-my-information/better-security-better-care/local-support-partners/>
- National webinars: <https://www.digitalsocialcare.co.uk/events/>

Further guidance: Digital Social Care



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Staff and workforce

- [Data Security and Protection Responsibilities](#)
- [Staff Guidance](#)
- [Guidance on finding training for staff](#)

IT and software suppliers

- [Guidance on managing software suppliers who process personal data](#)

Document retention and disposal

- [Guidance on document retention](#)
- [Advice on contracts with third parties for secure disposal of personal data](#)

Improving security

- [Guidance on strong passwords](#)
- [Guidance on antivirus software](#)
- [Guidance on back ups](#)
- [Guidance on software updates](#)

Mobile devices

- [Protecting Mobile Phones and Tablets](#)

National Data Opt-Out

- [Guidance on the National Data Opt-Out](#)

Actions

- Contact your [Better Security, Better Care Local Support Partner](#)
- Visit [Digital Social Care website](#) – view guidance, register for free updates

What next?



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Option A

- Review your answers
- Contact the Exeter Helpdesk to identify your in house services
- Publish by 30 June 2022

Option B

- Engage relevant managers/leads and support them to register on the toolkit
- Raise awareness of local support
- Encourage completion by 30 June 2022

Remember
to review
annually

Any final questions?



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Thank you



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