

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

17 May 2022



This Q&A is based on discussions during our webinar on Using the DSPT for the first time held on 17 June 2022.

To keep up to date with digital and data developments, [sign up for the Digital Social Care newsletter.](#)

How do I register?

We have a guide here: <https://www.digitalsocialcare.co.uk/data-security-protecting-my-information/data-security-and-protection-toolkit/registering-for-the-data-security-and-protection-toolkit/>

You can register here: <https://www.dsptoolkit.nhs.uk/Account/Register>

As single site user, should I register with a V code?

Yes, that's correct

I registered prior to the webinar and used the C code for our organisation rather than the V code. Would I need to re-register?

No, you have 2 choices:

1. Complete on your C code and when you publish make sure that your V code (site) is selected as being covered by the publication. There is a picture of how to do this here: <https://www.digitalsocialcare.co.uk/data-security-protecting-my-information/data-security-and-protection-toolkit/published-before-review-and-republish-your-dspt/review-and-republish-at-standards-met/publishing-for-the-second-or-more-time/>

2. Ask the DSPT team to change your code from your C code to V code

I am a single site but the owners have more than one business. Do we complete a head office or a site toolkit?

It depends, if you have the same policies and procedures across all sites then they can complete a head office submission. If each location is run differently, we would recommend doing separate toolkits. You should speak to the owners about what would be best to do.

Is the Toolkit mandatory to complete for community-based homecare?

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).

The DSPT is also a mandatory prerequisite for using NHS systems for example NHSmail, Proxy Access to Ordering Medication, or shared care records.

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.

Can you be more specific on using external confidential waste removers: it states having to have a contract - what does that relate to? Is it a case of having the terms and conditions and how they will remove the information?

We have guidance on this here: <https://www.digitalsocialcare.co.uk/resource/advice-on-contracts-for-secure-disposal-of-personal-data/>

In short, yes, there are specific standards which dictate how confidential information should be destroyed and your contract should state that in the T&Cs

Can you exit and re-enter once you have started answering a question?

Yes - the toolkit autosaves and you can go in and out as many times as you like.

When you update the toolkit are your previous answers and comments still visible?

They will be visible when you log into the Toolkit again. These will then change as you update them. You can see previous publications which detail your previous answers

What happens if we haven't completed this by 30th June?

We are recommending that all providers complete by 30th June but understand that this is a short deadline. We would recommend doing the best you can to complete and focussing on getting to Approaching Standards rather than Standards Met.

Unless you have a specific contract requirement (e.g. NHS or LA contracts) to complete, there are not any financial or audit implications on organisations who don't complete. The DSPT is also a prerequisite for accessing NHS systems e.g. NHSmail, proxy medication ordering or local shared care records so there may be impacts if you are taking part in these sorts of projects.

Is there any info on data cleansing as I have been told by HR we need to periodically do this?

We recommend that organisations follow the Record Management Code of Practice guidance as this is what the CQC signpost to: <https://www.nhsx.nhs.uk/information-governance/guidance/records-management-code/records-management-code-of-practice-2021/>

Where is my status published?

It is published on the DSPT website. This is publicly searchable here: <https://www.dsptoolkit.nhs.uk/OrganisationSearch> And we also recommend that you publish the status you have reached on your own website.

What happens to the documents that are uploaded?

These are saved in the Toolkit and remain there until you review and republish the following year. No one can access these except users on your submission. When you publish these are not made public. They are just for your own records as evidence.

Are there any free online cyber security training courses that are mandatory to the care staff and are recognised? If there are, could please share the link.

There aren't mandatory ones but there are lots of free options. Our recommendations are here: <https://www.digitalsocialcare.co.uk/data-security-protecting-my-information/cyber-security/train-staff-to-be-cyber-aware/>

The slides indicate it wouldn't necessarily be the manager's job but we don't have any IT staff.

A lot of small organisations don't have an IT lead. Complete the DSPT questions yourself – and get support from your [Local Support Organisation](#). The questions are about your organisation – you don't have to be IT savvy. It is about helping you to think about the things you need to have in place in order to be a more effective organisation in relation to data and cyber security.

Does this help with NHSmail to be set up?	Yes. You must have published your DSPT in order to access NHSmail for the first time. This also gives you access to MS Teams and 365.
Will we receive reminders annually to update the portal?	Yes you will receive reminders from the DSPT Team about three months from the deadline. It will be sent to the email that you have used to register on the DSPT. If you have changed staff, you should update details of who has registered as the DSPT administrator.
Is Cyber Essentials mandatory for DSPT	No, Cyber Essentials is not mandatory for the DSPT. But if you have it, it can help. Have a look and see if would be valuable to you as an organisation. <a href="https://www.ncsc.gov.uk/cyberessentials/overview">https://www.ncsc.gov.uk/cyberessentials/overview</a>  If you have Cyber Essentials Plus you can indicate this on your DSPT entry and it will enable you to skip some questions.
How can we get additional support?	Local Support Partners provide detailed, tailored support. 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>

## Who to contact?

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)

[Register for Digital Social Care newsletter](#)

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

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

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