

Pre-DSPT checklist

Version 2 – Updated September 2023



Before you start to complete the Data Security and Protection Toolkit, checking the following in advance will make that process much easier.

1. Register to use the DSPT

If you haven't done so already, this is easy to do. You can [register here](#).

Before you register, check that you have:

- an email address** (we suggest you use a generic one rather than a personal or individual address that is easily accessible by staff within the care business)
- your ODS Code**. You can look this up by visiting the [ODS portal](#)
- your ICO registration number**. You must be registered with the Information Commissioner's Office. Visit the ICO website in order to:
 - [Check your ICO registration number](#)
 - [Update your registration details \(eg company name, address etc\)](#)
 - [Register with the ICO for the first time](#).

2. Have your policies and procedures in place

You must have some particular policies in place, whereas others are optional.

There is no set number of how many policies your organisation has to have on these topics as the different sizes and complexity of organisations means that some will have one all-encompassing policy, whilst others may have multiple policies. The important thing is that you have them – and that you follow them.

You may already have similar policies in place, but they are called different names. Tick off the policies you have or download and adapt a template from the Digital Care Hub website.

You must have the following policies in place in order to reach Standards Met on the DSPT.

- [How to document your data processing, including template information asset register \(IAR\) and Record of Processing Activities \(ROPA\)*](#)
- [Privacy Notice Template*](#)
- [Data Protection Policy*](#)
- [Data Quality Policy – Template*](#)

- [Record Keeping Policy – Template \(Also known as a Data or Document Retention Policy\)*](#)
- [Data Security Policy – Template*](#)
- [Network Security Policy – Template*](#)
- [Smart Phone Policy Template – BYOD OR Smart Phone Policy Template – Organisation Provided Phones*](#)
- [Contracts: what contracts you must have in place*](#)
- [National Data Opt Out policies*](#)
- [Training Needs Analysis](#)
- [Data Security Audit Checklist](#)
- [Creating and Testing a Business Continuity Plan for Data and Cyber Security](#)

Recommended documentation

In addition to the required policies, we also recommend that you consider having the following in place.

- [Data Security Breach Incident Reporting Form – Template](#)
- [Mobile Devices Assignment Form – Template](#)
- [Template Suppliers List](#)

3. Get support from Better Security, Better Care

You are now ready to complete the DSPT. You can get free support from [Better Security, Better Care](#) - the official support programme for adult social care providers completing the toolkit. You can access a wide range of support including:

- [detailed online guidance on completing each element of the toolkit](#)
- [national webinars](#)
- [tailored, direct support from 28 local support organisations](#)
- [template policies and guidance](#)
- National helpline 0808 196 4848 (Mon-Fri 9-5), email help@digitalsocialcare.co.uk

**You must have these policies in place in order to reach Approaching Standards which is a stepping stone for care providers who cannot reach Standards Met the first time they use the DSPT. All providers should aim of Standards Met.*