



## FMS Information Governance for Health Research

# Data Security and Protection Toolkit Framework

Document information	
<b>Document name</b>	Data Security and Protection Toolkit Framework v4
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<b>Issue date</b>	April 2022
<b>Approved by</b>	FMS IGHR
<b>Next review</b>	April 2024

Document history		
Version	Date	Summary of change
0.1	05/10/2016	Introduction of Time frames
0.2	28/10/2016	Changes made to wording on diagram to reflect naming conventions and timeframe.
1.0	31/10/2016	Version approved by TG following amendments
2.0	24/07/2017	Update Flow diagram to reflect Enrolment
2.0	24/07/2017	Include Does my Project need an IGT decision tree
3.0	10/11/2018	Update Diagram and references to IGT to DSPT
3.0	10/11/2018	Update the flow to include reference to enrolment
3.0	30/11/2018	Formatting of diagrams.
4..0	15/03/2020	Update IGT to DSPT
5.0	29/03/2022	Update diagrams to include DPIA and different levels of approval involved. Change references to FMS IGHR
5.0	29/03/2022	Include a text description of the actual process

## Introduction

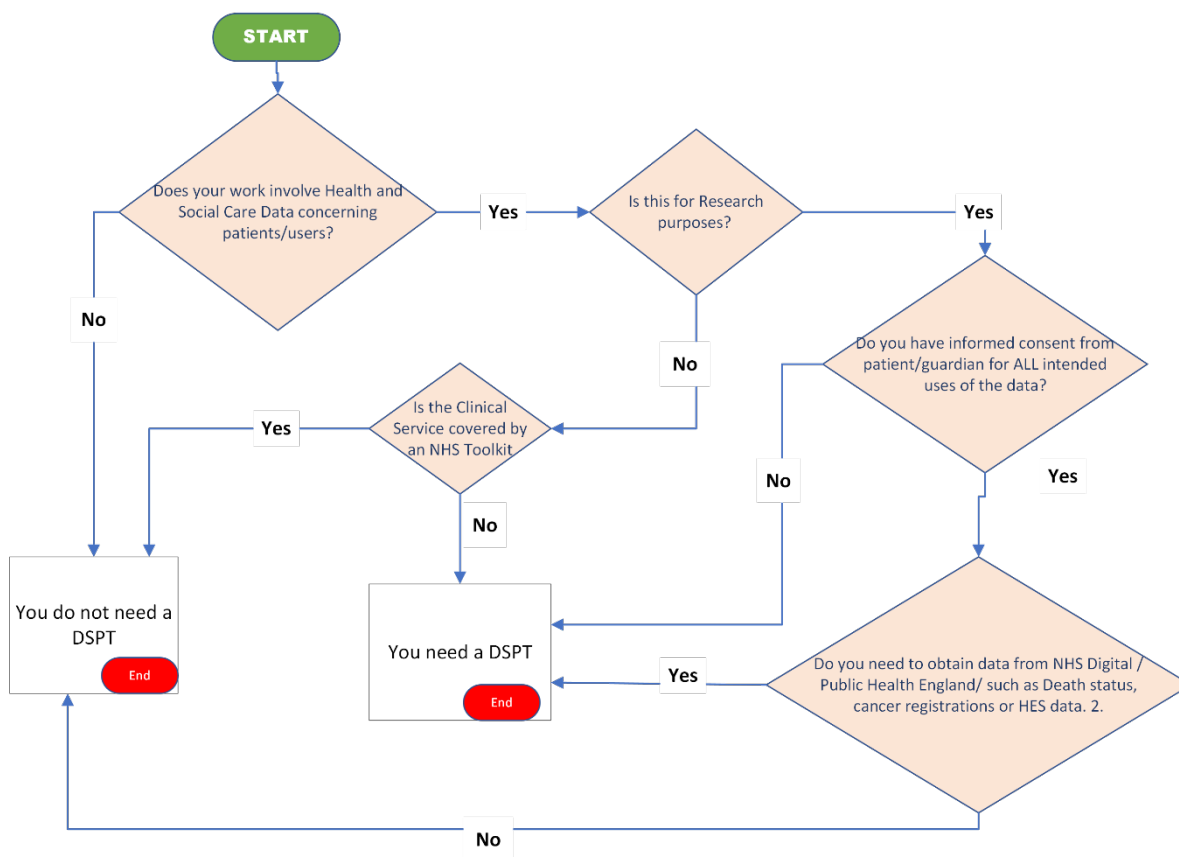
The Data Security and Protection Toolkit (DSPT) is the way in which the Department of Health seeks assurance that Patient Information is managed and treated securely. An organisation is required to have a toolkit in the following instances.

1. Access to confidential patient information without consent (Section 251)
2. Obtaining data from NHS Digital through Data Access Request Service (DARS)
3. Obtaining data from an organisation that has data covered by S251 or data that originates from NHS Digital
4. NHS and non-NHS organisations may also require a toolkit as part of a Data Sharing Contract or when you are carrying out work on behalf of an NHS organisation eg Clinical Trials or performing testing.

The University submits a toolkit annually. Individual projects are enrolled onto the University Toolkit and this framework is how it works.

## Does your Project need to be enrolled on the Toolkit?

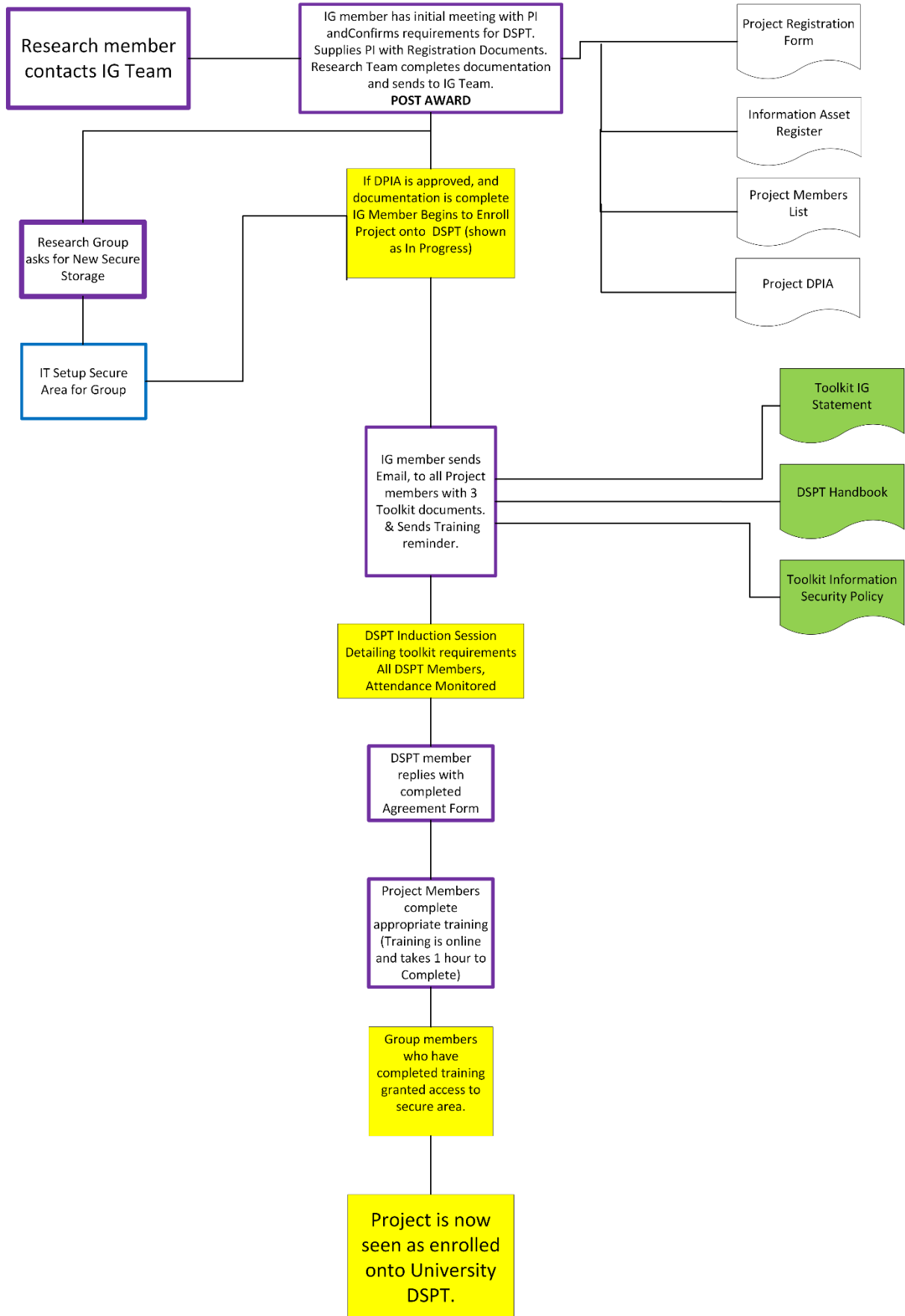
Please follow the below decision tree to find out.



### Notes

1. Health and Social Care Data is defined for the purposes of the Toolkit as any data obtained about a patient/user from an organization/s providing 'health services' in England or provided from an organization providing 'adult social care' about its users.
2. For a comprehensive list, see NHS Digital: <https://digital.nhs.uk/data>

# Newcastle University Data Security and Protection Toolkit Process



## The Process

If a project identifies the requirement for the DSPT then they need to contact the University information governance team at [rec-man@ncl.ac.uk](mailto:rec-man@ncl.ac.uk) stating that they need to enroll a project on to the toolkit.

### Meeting arranged with project team.

When the meeting is arranged they will be sent the project enrolment documentation to complete which consists of;

1. Data Protection Impact Assessment DPIA for the full project.
2. Project enrolment form
3. Information assets register
4. Project members list
5. List of Computers to be used.

### IG Lead Meeting with the Team

The meeting with the project Team serves two purposes. One to introduce the DSPT and how it works at the University (Induction), and secondly to help the Team start to complete the documentation. In addition to the above documentation every member of the project team **must** complete GDPR training every year. The Project Team need to request designated secure storage space from IT.

### Email sent to Project Team from IG Team

All project members **must** agree to abide by the DSPT policy documentation. Including the PI.

### DSPT Agreement forms

All project members must agree to abide by the processes and guidance laid out in the documents which are emailed.

### GDPR Training reminders sent.

All project CIs/PIs, must agree to take responsibility for the project. If the PI has multiple projects they will need to complete this for each project. **Failure** of project members to complete the required training will prevent the project being enrolled onto the toolkit.

### The Project is now seen as being enrolled onto the University Toolkit

## Appendix 1 Glossary

DSPT	Data Security and Protection Toolkit
PI	Principal Investigator
TIRO	Toolkit Information Risk Officer
IAO	Information Asset Owner