



The Data Security and Protection Toolkit

How to register

DSPT

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Better care.

Kent County Council & Kent Integrated Care Alliance

DSPT@kent.gov.uk

June 2021



What we'll be covering in How to register



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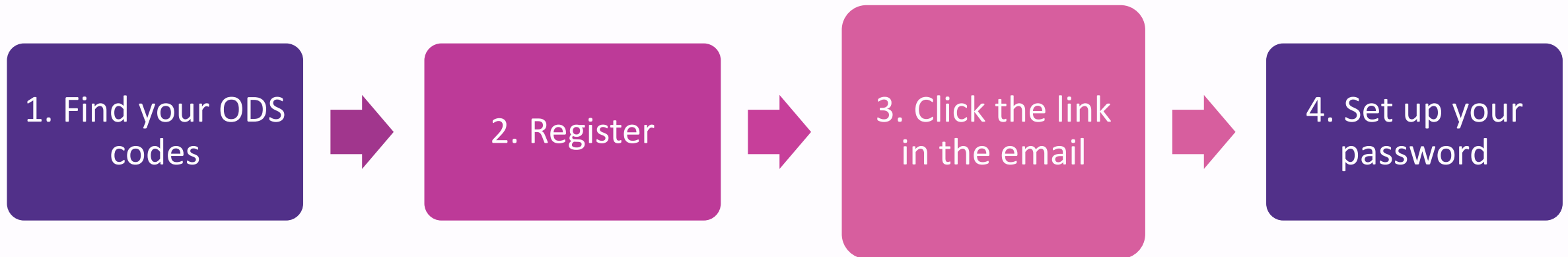
- How to register
- Common issues with registration:
 - Not being able to register – someone else got there first
 - How to reset your password
- Setting up your account
- Where to find help / what next



How to register for the Toolkit



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Register



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<https://www.dsptoolkit.nhs.uk/Account/Register>

- Or, search for 'DSPT' and choose the first link, then choose Register
- To register you will need your ODS code and your Email address

- Choose

[Continue to questions](#)

Register


Choose Your Organisation

In order to use the Data Security and Protection Toolkit, please provide the ODS Code of the organisation you wish to register with.

ODS Code:

You can look up your organisation code via the [ODS Portal](#) or alternatively [contact us](#).

Please enter the Captcha code displayed:

[Try a different image](#)

If you are having problems please [contact us](#)

[Continue](#)

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County
Council**
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Register – fill out your details



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User Details

In order to use the Data Security and Protection Toolkit, please provide your contact details.

Email:

First Name:

Last Name:

Telephone (optional):

Continue

- Then Check and Accept before registering
 - Check your user details
 - Tick the Terms & Conditions box to accept
 - Click Accept & Register
- You'll then be sent a (time-limited) invitation email to finish the process...

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Click the link in the email within 24 hours



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From donotreply.dspt@nhs.net ☆ Reply Forward Archive Junk Delete More 23/09/2020, 17:26

Subject **Invitation to register on Data Security and Protection Toolkit for organisation IPC Test 1**

To Jackie Daru ★

NHS
Digital

Welcome to the Data Security and Protection Toolkit

You have been invited to register for Administrator access to IPC Test 1 on the Data Security and Protection Toolkit by John Hodson (Email: john.hodson@nhs.net, Tel: 0113 8665561)

[Click here to register and activate this invitation.](#)

Please note, this link is only valid for 24 hours

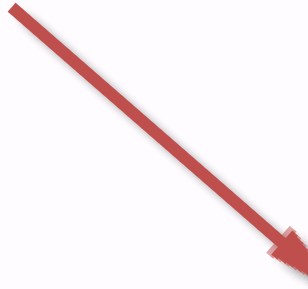
If you experience any difficulties, please contact our helpdesk:

- Telephone: 0300 303 4034
- Email: exeter.helpdesk@nhs.net
- (Mon-Fri, 8am-5pm)

Kind Regards,
Data Security and Protection Toolkit

Please do not reply to this email as it has been generated automatically by the Data Security and Protection Toolkit.

< Today Pane



Last step - Set up your password



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User Registration

In order to use the Data Security and Protection Toolkit, please provide the details below and accept the Terms and Conditions to register.

Email

First Name

Last Name

Password:

Confirm Password:

I accept this site's [terms and conditions](#)

Register

- At least 8 characters long
- Upper and Lower case
- At least 1 digit

Problems?



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What if there's this message?



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Registration request unsuccessful

Self registration for 'AB1234' is not possible as the organisation already has an administrator.

If you wish to register, please speak to an administrator for your organisation, or [contact us](#).

- This means your organisation is already registered on the Toolkit.
- If you don't know who has done this, or who the administrator is, to access the Toolkit contact the Exeter helpdesk:
 - Phone 0300 303 4034
 - Email exeter.helpdesk@nhs.net



What if there's this message?



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The following problem(s) were found

- This Email address has already been registered. Please [contact us](#) to register this address with an additional organisation.

- This means your email address is already registered on the Toolkit.
- To get this sorted, contact the Exeter helpdesk:
 - Phone 0300 303 4034
 - Email exeter.helpdesk@nhs.net

I've forgotten my password



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If you've forgotten your DSPT password, go to the login page

<https://www.dsptoolkit.nhs.uk/Account/Login>

NHS Data Security and Protection Toolkit [Register](#) [Log in](#)
Digital [Organisation search](#) [News](#) [Help](#)

Forgot your password?

Please enter your email address and the displayed Captcha code and then press 'Request Password Reset'. Once completed, we will send you an email with a link to reset your password.

Email

Please enter the Captcha code displayed:

[Try a different image](#)

[Request Password Reset](#)

If you are having problems please [contact us](#)

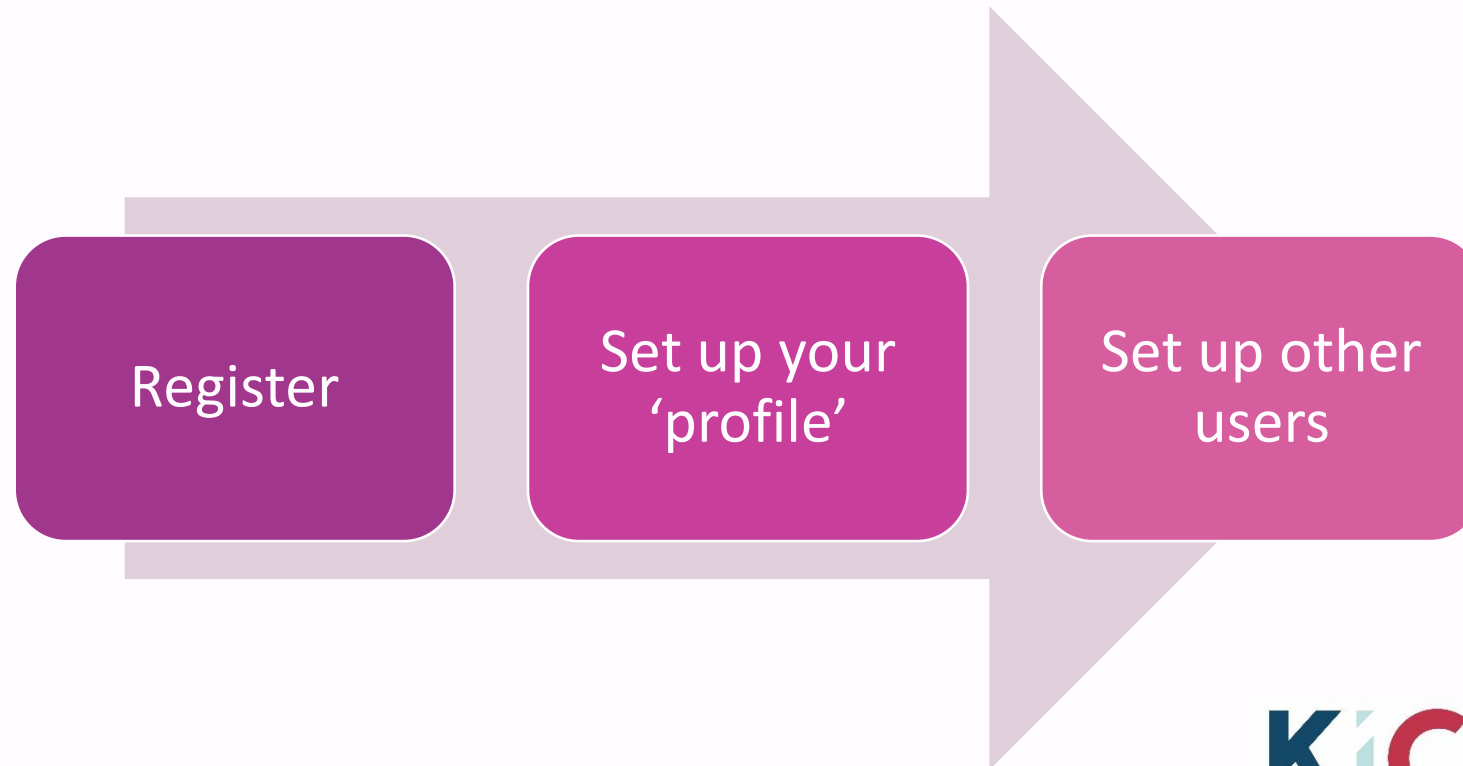
- Click on 'Forgot Multi- location care providers... your password?'
- The system then sends you an email
- Follow the link in the email to reset your password



Setting up your account



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Set up your profile



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Organisation Profile

Before starting your assessment we need to ask you some questions.

The answers you give will:

- tailor your assessment to your organisation's sector
- pre-populate elements of your assessment
- help us to produce national reports

[Continue to questions](#)

Question

Which of these categories best describes your organisation?

Your answer

Social care

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Question	Your answer
Please enter key role details for Caldicott Guardian	Leave blank if you don't have this
Please enter key role details for SIRO	Leave blank if you don't have this
Please enter key role details for IG Lead	Leave blank if you don't have this
Please enter key role details for Data Protection Officer	Leave blank if you don't have this



Set up your profile

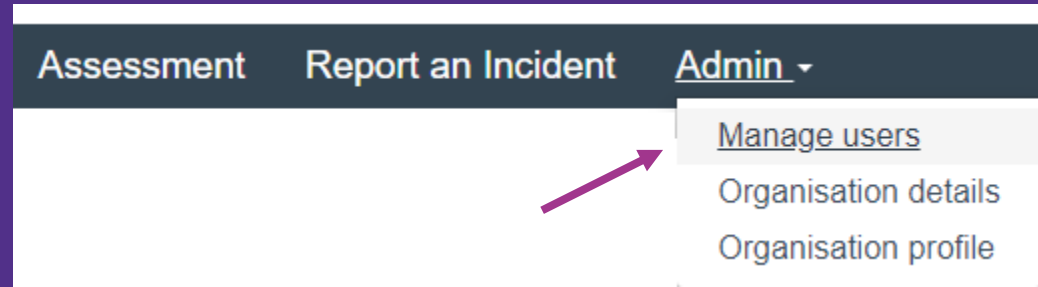


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Question	Your answer
Is NHSmail the only email system used by your organisation?	Yes/No/Not sure
Does your organisation have <u>Cyber Essentials PLUS Certification</u> with a scope covering all health and care data processing awarded during the last 12 months?	Yes/No/Not sure 



Set up other users



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Auditor

- View only

Member

- Add/edit evidence

Administrator

- Manage users
- Add/edit evidence
- Confirm evidence (“confirm assertions”)
- Publish

There is help...



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- The Toolkit has a help section <https://www.dsptoolkit.nhs.uk/Help> including a Quick Start Guide and Big Picture Guides, and FAQs
- The DSPT helpline is actually helpful <https://www.dsptoolkit.nhs.uk/Home/Contact>
- Specifically for social care, there is comprehensive guidance on how to complete the toolkit <https://www.digitalsocialcare.co.uk/protecting-my-information/data-security-and-protection-toolkit/>
- **Digital Social Care** also has a guide on [how to register on the DSPT](#) and [‘start here’ webinars](#) to help you prepare for registering on, and completing, the Toolkit: no technical knowledge is needed.
- As well as off the shelf ‘template’ [policies](#), [guidance](#) for providers’ staff and [advice](#) on how to document data processing

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Contacts



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For help with registration on the Data Security and Protection Toolkit (DSPT)	For further information about data and cyber security in social care	Local help and support
NHS Digital DSPT Helpdesk in Exeter	Digital Social Care www.digitalsocialcare.co.uk	Website www.designandlearningcentre.com/data-security-protection-toolkit
Telephone 0300 303 4034	Digital Social Care helpline 0208 133 3430 (Monday – Friday, 9.00-17.00)	Local helpline: TBC (Monday – Friday, 9.00-16.00)
Email exeter.helpdesk@nhs.net	Email help@digitalsocialcare.co.uk	Email dspt@kent.gov.uk



Next steps



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- Register (if you haven't done so today)
- Add other users if required
- Start working through the toolkit mandatory questions
- [Sign up to our future workshops](#) as required, to help you complete the toolkit questions



“Having completed the DSPT, I can confirm that enabling NHS direct email has assisted with the speed of process’s within our organisation”

- Brigitte Grutzmacher, Managing Director, Tender Loving Carers.



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