

Better Security, Better Care.

Getting Started on the Data Security and Protection Toolkit



To start the Data Security and Protection Toolkit (DSPT) for the first time you must register to access it. Go to <https://www.dsptoolkit.nhs.uk/>. Click on the **Register** link in the top right-hand corner to proceed with registering for a new account:



You will need: **A valid email address**

An ODS Code

An Organisation Data Service (ODS) Code is a unique code that is issued to all health and care providers. It is linked to your CQC registration(s), although non registered care providers can get an ODS code too. You are more than likely to have one already but are not aware of it. You can look up your code(s) at <https://odsportal.hscic.gov.uk/Organisation/Search>.

If you can't find your ODS code(s), or you know that you don't have one, contact the DSPT helpdesk on exeter.helpdesk@nhs.net or phone 0300 303 4034 who will be able to help you.

Organisational structures in social care can be complicated, even for quite small organisations and it is possible to register on the Toolkit in different ways. If you are a small organisation with only one business and one site or location, then it is straightforward. But for larger organisations – any care provider with more than one location – then you have choices to make. You could have one 'headquarters' Toolkit that covers all your locations, or each location could complete its own Toolkit.

Social care providers will have both a 'headquarters' ODS code (usually A*** or C***) and a location or site code (usually V****), or multiple site codes if you have more than one location. For organisations with only one location, register using your site code. For larger organisations, registering using your headquarters code will enable you to complete the Toolkit as one submission for all the sites that make up your organisation. There is more in depth guidance on [how to register on the DSPT](#)

If you are registering your organisation for the first time, you (as the first user) will be your organisation's DSPT Administrator. You will need to complete your organisation profile – choose 'social care organisation' as the type of organisation - and you can add other users to the Toolkit.

For social care providers, there are two levels at which you can complete the toolkit: Approaching Standards and Standards Met. You need to complete 27 mandatory questions and upload an action plan that says what you are going to do to complete the remaining questions to achieve Approaching Standards. Standards Met is completing all relevant questions in the toolkit. There is a [Standards Met Guide](#).

Digital Social Care has [comprehensive guidance](#) on how to complete the toolkit, including '[start here](#)' [webinars](#) that you can watch to help you prepare for registering on and completing the Toolkit - as well as off the shelf 'template' [policies](#), [guidance](#) for providers' staff and [advice](#) on how to document data processing.