



**DSPT**  
Better security.  
Better care.



# Quick Guide to Complete DSPT Registration

- To access the Data Security and Protection Toolkit (DSPT), please click the link:  
<https://www.dsptoolkit.nhs.uk/>
- Please note you are only required to register on the DSP Toolkit and are not expected to answer any of the questions.
- You can register at site level using an ODS code beginning with 'V'. Alternatively you can register at headquarters (HQ) level, using an ODS code beginning with 'A' or 'C'. Please note if you register at HQ level, you will need to contact Exeter Helpdesk with a list of all your site names and addresses for them to add these branches to your organisation's DSPT registration.
- The DSPT North team will be in touch over the next few weeks via your CCG or LA lead with details of resource packages and webinars to help you complete the questions within the toolkit.

# Login Page:

Click on 'Register' to begin the registration



## Data Security and Protection Toolkit

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The Data Security and Protection Toolkit is an online self-assessment tool that allows organisations to measure their performance against the National Data Guardian's 10 data security standards.

All organisations that have access to NHS patient data and systems must use this toolkit to provide assurance that they are practising good data security and that personal information is handled correctly.

This system is subject to ongoing development.

### What's new?

#### [Toolkit webinar slides \(Updated 12th August 2020\)](#)

Presentation slides and video from recent Webinar sessions

#### [DSP Toolkit Deadline Extension - Frequently asked questions \(18 May 2020\)](#)

Lots of questions have been received about the extension to the DSP Toolkit deadline so they have been collated in an FAQ page.

If your organisation has already registered onto the DSP toolkit and you try to register, the screen below will be shown. If you do not know your login details, please click on 'contact us' to request your login details.



# Data Security and Protection Toolkit

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## Registration request unsuccessful

Self registration for 'V \*\*\* ' 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.](#)

Click here to contact Exeter Helpdesk if you have forgotten your login details

**If you have not registered  
on the toolkit, please  
continue with the following  
instructions...**

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Click on 'Register' to begin the registration



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## Before You Register

You will need.

- Your email address
- A valid organisation code

Please use your active nhs.net email address or equivalent secure address. If you currently do not have a nhs.net or secure email address, then please enter the current email address used.

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

**Continue to questions**

Click Here

[← Back to Before You Register](#)

Register

## Choose Your Organisation

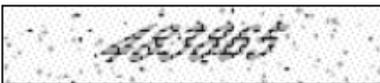
In order to use the Data Security and Protection Toolkit, please provide the ODS Code of the organisation you wish to register with.

**ODS Code:**

Enter your ODS code, which usually begins with a 'V'. If you register as a head office, your ODS code is likely to begin with 'A' or 'C'.

You can look up your organisation code via the [ODS Portal](#) (available to users with access to the HSCN / N3 network only) or alternatively [contact us](#).

**Please enter the Captcha code displayed:**

Enter the Captcha code that is provided on your screen

[Try a different image](#)

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

**Continue**

Click 'Continue' once the information above has been entered

[← Back to Organisation Code](#)

Register

## User Details

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

**Email:**

**First Name:**

**Last Name:**

**Telephone (optional):**

Enter your details here

**Continue**

Click 'Continue' once you have entered your details

[← Back to User Details](#)

Register

## Check and Accept before registering

### Organisation

[Change](#)

Code

√ \*\*\*\*

Name

ORGANISATION NAME

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### User Details

[Change](#)

First Name

Joe

Last Name

Bloggs

## User Details

[Change](#)

First Name	Joe
Last Name	Bloggs
Email	joe.bloggs@anything.com
Telephone	<i>Not Provided</i>

---

## Terms and Conditions

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

Click the square to confirm you have read the terms and conditions

Please enter the **Captcha code displayed:**



[Try a different image](#)

Enter the Captcha code that is provided on your screen

## Now submit your registration request

After accepting this site's terms and conditions and entering the Captcha code displayed you can submit your registration request.

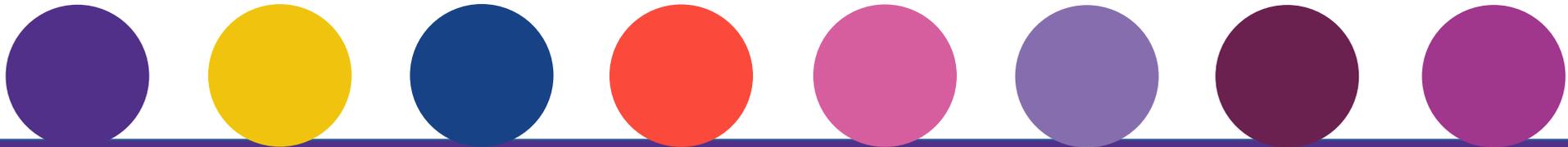
**Accept and Register**

Click here to complete the registration

- Once you have registered, you will receive an email to the address entered on the toolkit with a link, from 'System Generated' to action your registration (please check spam/junk folder).
- Please click the link to set your password and complete the registration process.
- **Please note the link is only available for 24 hours.** If the registration is not completed within 24 hours of receiving the link, you will need to re-register.

If you require any further assistance or information with regards to the DSPT, please contact the NHS England & Improvement DSPT North Team at:

[england.dsptney@nhs.net](mailto:england.dsptney@nhs.net)



[www.digitalsocialcare.co.uk/bettersecurity/bettercare](http://www.digitalsocialcare.co.uk/bettersecurity/bettercare)

email: [england.dsptney@nhs.net](mailto:england.dsptney@nhs.net) / helpline: 0113 360 4847