

Meeting of BNSSG CCG Governing Body

Date: Tuesday 7th May 2019

Time: 1.30pm

Location: The Vassall Centre, Gill Avenue, Downend, Bristol, BS16 2QQ

Agenda number: 8.3

Report title: Data Security and Protection Toolkit

Report Author: Caroline Dominey-Strange, Information Governance Manager

Report Sponsor: Sarah Truelove, Director of Finance and Senior Information Risk Owner (SIRO)

1. Purpose

The paper is to update Governing Body on the CCG's Data Security and Protection Toolkit (DSPT) submission for 2018/19.

2. Recommendations

The Governing Body is asked to note the position.

3. Executive Summary

The CCG successfully submitted the toolkit on 28th March 2019. The submission met all of the Mandatory requirements and a significant number of non-mandatory requirements and was therefore classified as 'Standards Exceeded.'

4. Financial resource implications

There are no financial resource implications for this work.

5. Legal implications

Compliance with the DSPT helps demonstrate the CCG's compliance with data protection legislation and agreed codes of practice

6. Risk implications

There are no risk implications for this work.

7. Implications for health inequalities



This work does not have any implications for health inequalities.

8. Implications for equalities (Black and Other Minority Ethnic/Disability/Age Issues)

This work does not have any implications for inequalities.

9. Implications for Public Involvement

This work has not required consultation/communication.

Agenda item: 8.3

Report title: Data Security and Protection Toolkit

1. Background

The Data Security and Protection Toolkit (DSPT) replaced the Information Governance Toolkit (IGT) in April 2018. The toolkit works in the same way as the IGT and is an annual self-assessment of information governance and security compliance. Organisations self-assess and provide evidence against a number of criteria.

2. Structure

The new DSPT is structured around the 10 Data Security standards identified by the National Data Guardian (see Annex 1). Each standard is split into a number of assertions for which the CCG is required to identify evidence. The evidence is either mandatory or not, organisations must provide all the mandatory evidence to be able to successfully complete the DSPT.

3. Submission

The deadline for submitting the DSPT is 31st March each year. The CCG successfully submitted the toolkit on 28th March 2019. The submission met all of the Mandatory requirements and a significant number of non-mandatory requirements and was therefore classified as 'Standards Exceeded.'

Title of Standard	Mandatory (all met)	Non-Mandatory		
		Total	Met	Deferred
Personal Confidential Data	33	10	10	
Staff Responsibilities	4	7	7	
Training	7	3	2	1
Managing Data Access	5	5	4	1
Process Reviews	1	3	1	2
Responding to Incidents	8	10	9	1
Business Continuity	4	6	6	
Unsupported Systems	5	4	4	
IT Protection	1	10	5	5
Accountable Suppliers	2	3	2	1
Summary	70	61	50	11

4. 2019/20 Data Security and Protection Toolkit

It is anticipated that there will be some changes to the DSPT for the 2019/20 submission, in particular that a number of non-mandated items may become mandatory. The updated toolkit is likely to be published later in quarter 1 of the year, in the meantime the Information Governance

work programme continues to look at strengthening the evidence used in the toolkit and embedding good information governance across the organisation.

5. Financial resource implications

There are no financial resource implications for this work.

6. Legal implications

Compliance with the DSPT helps demonstrate the CCG's compliance with data protection legislation and agreed codes of practice

7. Risk implications

There are no risk implications for this work.

8. Implications for health inequalities

This work does not have any implications for health inequalities.

9. Implications for equalities (Black and Other Minority Ethnic/Disability/Age Issues)

This work does not have any implications for inequalities.

10. Consultation and Communication including Public Involvement

This work has not required consultation/communication. However DSPT results and Information Governance activities will be shared via the network of the Information Asset Owners at a new quarterly meeting to be established.

11. Recommendations

- To note the DSPT position for 2018/19

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