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Training Course: (2 or 3 days)
**Introduction to NHS DSP Toolkit
and how to make a successful
submission Course Overview**

www.dlp-assured.com | +44 (0)203 397 1091

When: Wednesday December 7th 2022 - Friday December 9th 2022
Where: Central London

2 or 3 day Training Course

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Day
1

3 Day Course

Introduction to NHS DSP Toolkit and how to make a successful submission

Wed Dec 7th

This course is targeted at individuals who are new to managing a DSP Toolkit programme or have been tasked to make a DSP Toolkit submission. The course will boost their knowledge and help them fast track their preparations to make a successful submission. The course is also appropriate for staff that help with cyber security (or privacy) who are potentially new to the NHS (or healthcare in general), or those staff that have been given specific DSP Toolkit responsibilities and want to find out more.

See www.dlp-assured.com/training/dspt-privacy-day1.php

Wed Dec 7th

Day
2

2 Day Course

Privacy and the DSP Toolkit

Thu Dec 8th

This course is designed to give a deep dive into privacy and the UK GDPR and how this relates to the DSP Toolkit. The course provides an overview and explanation of the key UK GDPR requirements together with insight as to how to run an effective data protection programme and help support an organisation's DSP Toolkit submission. The course will principally focus on the data protection requirements contained within DSP Standard 1, that covers how personal confidential data is handled, stored and protected whether in electronic or paper form.

See www.dlp-assured.com/training/dspt-privacy-day2.php

Thu Dec 8th



Day
3

Cyber Security and the DSP Toolkit

Fri Dec 9th

This course focuses on the need for good cyber security and how information security management is used to help reduce and manage risk. The course covers the key principles of managing cyber risk and includes practical solutions and guidelines for implementing an effective cyber security protection programme as part of an organisation's DSP Toolkit project. The course will principally focus on meeting the IT security elements of the DSP Toolkit submission.

See www.dlp-assured.com/training/dspt-privacy-day3.php

Fri Dec 9th

All courses will be delivered by two privacy and cyber security experts who have significant project experience working with clients on NHS DSPT and other compliance-related projects. During the courses, the consultants will lead a lively debate on the challenges, solutions, practical issues and other details involved with establishing good privacy and cyber security controls within organisations of all sizes. Their industry certifications include (ISC)² CISSP, IAPP CIPP/E, ISO 27001 Lead Auditor, ISO 27001 Lead Implementer, Cyber Essentials Auditor, Cyber Essentials Implementer and ISACA CISM. The consultants have delivered over 40 IG and DSPT projects from GP surgery's, NHS bodies, NHS healthcare providers, specialist health diagnostic's organisations, pharmaceutical companies and other's.

When: Wednesday **December 7th 2022** to Friday **December 9th 2022**

Introduction to NHS DSP Toolkit and how to make a successful submission

A 1-day course to help you understand what the DSP Toolkit is, why it's needed, why it's important and how a successful submission is made.

The course is designed to be an introduction to the DSP Toolkit and is suitable for all categories of organisations from the relatively straightforward DSP Toolkit submission for a GP or commercial organisation through to the more extensive requirements for an NHS Trust or ICB.

The course will help you develop a practical understanding of the DSP Toolkit submission process and the skills required to apply in your day-to-day work to meet the DSP standards and help improve privacy and cyber-security governance in the workplace.

The course is relevant to anyone who is required to submit or assist with a DSP Toolkit submission project and is new or unfamiliar with the subject area. This course will typically be beneficial for those staff who have some responsibility for information governance, privacy, audit, IT, compliance or cyber security in an organisation that processes NHS patient data.

Outcomes



Wed Dec 7th

After completing this course, attendees should be able to:

- Explain the objectives of the 10 DSP standards and how they help safeguard personal data and minimise the risk of a cyber attack
- Describe how the DSP standards relate to established cyber security standards and data protection legislation
- Appreciate the need for effective risk management to protect assets in a healthcare environment
- Explain the role of the DSP Toolkit Portal, the types of assertions made, the evidence required, incident reporting and the available outcomes
- Consult and collaborate with key staff regarding the DSP Toolkit assertion inputs needed from relevant departments (such as IT, Legal, HR, Operations, Facilities, etc)
- Appreciate the steps required to plan a successful DSP Toolkit project
- Understand how to deliver a successful DSPT project and how to avoid potential problems
- Report on sources of pre-written policy and procedures, sources of training and sources of cost effective IT products that can be used to assist with a DSP Toolkit project and speed its completion
- Describe efficiency measures that can be utilised to minimise the staff effort and the time required to make future DSP Toolkit submission's

Day 1 – Session Overview:

Introduction to NHS DSP Toolkit and how to make a successful submission

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Wed Dec 7th

Day
1

Session
1

DSP Toolkit and the DSP standards (Session 1)

- What is the DSP Toolkit?
- Why is the DSP Toolkit important?
- What are the relevant legal, regulatory and contractual requirements
- Understanding cyber security and data protection risks.
- Managing the challenge of the increasing impact of technological change within healthcare.
- What is the role of good privacy and cyber security governance in modern healthcare?
- What are the well-known standards and regulations that indicate good privacy and cyber security?
- How using standards such as ISO 27001 or CE can reduce DSP Toolkit requirements and workloads
- What are the DSP standards?
- How do the DSP standards relate to the well-known privacy and cyber security standards and regulations?
- What are the special challenges to implementing good privacy and cyber security standards within healthcare?

What does a DSP Toolkit project involve? (Session 1)

- Managing risk in a healthcare environment
- Establishing effective protective controls
- Developing and updating Policies, Procedures and Processes
- Train and educate staff in relevant areas
- Importance of Project Management
- Providing ongoing feedback to Management on the progress of the DSP Toolkit project
- Undertaking Audits & Assessments
- Maintaining records
- Building an evidence base of DSP Toolkit compliance
- Recording DSP Toolkit assertions in the DSPT Portal
- Gaining management approval for the submission

The DSP Toolkit (Session 2)

- What type of DSP Toolkit is to be undertaken? – the 4 Categories of organisations
- How to register for a DSP Toolkit submission
- Getting an ODS code
- The DSP Toolkit portal
- Question Formats: Statements, evidence and Comments
- Mandatory and non-mandatory requirements
- Types of submission outcomes: Standards met, Approaching, Exceeded
- DSPT Action Plans
- Key DSP Toolkit dates
- Management signoff
- Entering assertions into the DSP portal
- Publishing the Toolkit
- How the world sees your DSP Toolkit status
- Incident reporting via the DSP Toolkit portal

Session
2

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When: Wednesday **December 7th 2022** – Friday **December 9th 2022**

Day 1 – Session Overview:

Introduction to NHS DSP Toolkit and how to make a successful submission

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Session 3

Developing your DSP Toolkit Project Plan (Session 3)

- Where to start?
- Who needs to be contacted?
- The input of HR – there are 10 assertions relevant etc
- The input of IT and data security
- The input of Privacy/Legal
- The input of Operations
- The input of Facilities
- What about staff training?
- Need for effective policies and procedures
- Organising a DSP Toolkit project
- The role of a DSP Toolkit Gap Analysis
- Scheduling DSP Toolkit tasks
- Creating a DSP Toolkit Project Plan

Delivering a successful DSP Toolkit project (Session 3)

- What issues typically can delay the project?
- Getting the support of colleagues
- Importance of Training
- How to avoid potential problems?
- What tasks take the longest and need to be started first?

Session 4

Fast-tracking your DSP Toolkit submission (Session 4)

- Maintaining management commitment
- Sources of pre-written policy and procedures
- How to write good policies and procedures
- Importance of tailoring documents to fit the organisation
- Sources of Training
- Sources of supportive IT products
- Keeping track and managing the DSPT project

Making subsequent DSP Toolkit submission's easier (Session 4)

- Value of integration with other compliance requirements
- Scheduling Audits throughout the year
- Establishing a data protection programme as part of the DSPT
- Establishing a cyber security programme as part of the DSPT

Optional CPD Test (Session 4)

An optional multiple-choice test is available for attendees

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When: Wednesday **December 7th 2022** – Friday **December 9th 2022**

Privacy and the DSP Toolkit

A 1-day course to help you better understand data protection legislation and patient confidentiality relating to the DSP Toolkit.

The course is designed to give a deep dive into data protection and is suitable for staff from all categories of organisations from the relatively straightforward DSP Toolkit submission for a GP or commercial organisation through to the more extensive requirements for an NHS Trust or ISB.

The course will help you develop a practical understanding of UK GDPR and how it relates to staff and managers working in an NHS healthcare setting. It will assist you to develop the skills required to apply in your day-to-day work meeting the DSP standards and helping improve privacy governance in the workplace. The course will also explore the Caldicott Principles and the importance of data quality in line with the DSP standards.

The course is relevant to anyone who is involved with data protection, patient confidentiality and a DSP Toolkit submission. The course will typically be beneficial for staff responsible for information governance, upholding Caldicott principles, privacy, audit, IT, compliance or cyber security in an organisation that processes NHS patient data.

Outcomes



Thu Dec 8th

After completing this course, attendees should be able to:

- Develop a deeper understanding of UK GDPR and related data protection legislation
- Understand data protection requirements and how to implement them
- Learn the skills needed to support an organisation with the implementation of good data protection as part of the DSP Toolkit
- Describe the key elements of a data protection programme
- Understand the importance of record keeping to ensure UK GDPR compliance with the Accountability Principle
- Acquire the knowledge and skills needed to advise your organisation on the management of personal data
- Understand the steps required to meet the data protection requirements of the DSP Toolkit
- Learn how to plan a successful data protection programme and avoid potential problems

Day 2 – Privacy, quality and the DSP Toolkit

This course is designed to give an in-depth look at the issue of data protection and how it relates to the DSP Toolkit. The course provides an overview and explanation of the key UK GDPR requirements together with insight as to how to run an effective data protection programme in a healthcare setting and help support an organisation's DSP Toolkit submission. The course will principally focus on DSP Standard 1 covering how personal confidential data is handled, stored and protected whether in electronic or paper form.

This 1-day event will help you:

Learn from privacy and cyber security experts about best practices and how they can be implemented

Day 2 – Session Overview:

Privacy, quality and the DSP Toolkit

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Thu Dec 8th

Day
2

Session
1

Session
2

DSP Toolkit Privacy and Governance (Session 1)

- Importance of patient confidentiality
- Build awareness of data protection requirements (UK GDPR, Common Law, Caldicott etc)
- Explore how DSP Toolkit assertions incorporate the data protection requirements
- Consider the issues and problems if data protection goes wrong
- Why is the DSP Toolkit important?
- What is Governance and Accountability?
- Governance and Accountability within DSP Toolkit
- Establishing Governance roles within your organisation
- What data protection regulations/frameworks apply to NHS healthcare?
- What is GDPR?
- If GDPR is a European standard, after Brexit, why are we bothered?
- What is the Data Protection Act?
- Key GDPR terminology

Data Protection Compliance I (Session 1)

- The 7 data protection principles & mapping to the DSP Toolkit
- What must be done to ensure UK GDPR compliance?
- Role of ICO
- Registration with ICO
- Understanding your personal data
- Understanding your processing of personal data
- Establishing governance policies, procedures & processes
- Making staff aware of their data protection obligations
- What does a good privacy programme look like?
- Workshop: Case study 1

Data Protection Compliance II (Session 2)

- Risk Management
- Privacy risks
- Cyber Security risks
- Establishing controls to protect personal data
- Managing your supply chain & whom you share personal data with
- What is a DPIA?
- Undertaking DPIA's based upon ICO Guidance
- What is a DSAR?
- Undertaking DSAR's based upon ICO Guidance
- Keeping records
- What does UK GDPR mean for day-to-day business operations?
 - ◇ Clinicians & UK GDPR
 - ◇ HR & UK GDPR
 - ◇ IT & UK GDPR
 - ◇ Legal & UK GDPR
 - ◇ Managers & UK GDPR
 - ◇ Staff and UK GDPR
- Workshop: Case study 2

When: Wednesday **December 7th 2022** – Friday **December 9th 2022**

Day 2 – Session Overview:

Privacy, quality and the DSP Toolkit

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Session

3

DSP Toolkit & meeting the data protection requirements: (Session 3)

- Supporting Lawfulness: Determining the legal basis for processing
- Supporting Fairness
- Supporting Transparency: Use of Privacy notices
- Use of AI and processing of personal data
- Caldicott Principles
- Role of Caldicott Guardian
- Other data protection regulations and legislation affecting healthcare
- Data quality
- Clinical coding
- Individual's rights are respected and supported
- Individuals' rights and the regulator
- Meeting the UK GDPR Accountability Principle
- Awareness and communication
- Workshop: Case study 3

Session

4

DSP Toolkit & meeting the UK GDPR requirements: (Session 4)

- Lines of accountability and responsibility
- Identifying data protection and cyber security risks
- When incidents occur: reporting and management
- Data Breaches
- Establishing appropriate technical and organisational controls
 - ◇ The role of security frameworks and standards
 - ◇ The role of Audit: monitoring, measurement and assessment
 - ◇ Establishing a cost-effective data protection programme
- Establishing Data protection and security by design and default
- The role of the Data Protection Officer
- Importance of Records management
- Workshop: Case study 4

Optional CPD Test (Session 4)

An optional multiple-choice test is available for attendees

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When: Wednesday **December 7th** 2022 – Friday **December 9th** 2022

Improving Cyber Security, and the DSP Toolkit

A 1-day course to boost your understanding of good cyber security practice and how it shapes the DSP Toolkit. The course provides an overview of why good cyber security plays an increasing role in healthcare delivery, what good security looks like and how good security is achieved.

Designed as a foundation course, it provides a gentle introduction to cyber-security and information security practices. The course is relevant to all categories of organisations from a GP (or commercial organisation) through to the more extensive requirements for an NHS Trust or an Integrated Care Board (ICB).

The course will help you develop a practical understanding of cyber security and an appreciation of the tasks and skills required to apply in your day-to-day work to meet the DSP standards and help improve cyber security in the workplace.

The course is relevant to anyone who is required to submit or assist with a DSP Toolkit submission project or is new or unfamiliar with cyber-security. The course will typically be beneficial for those staff who have some responsibility for information governance, privacy, audit, IT, compliance or cyber security in an organisation that processes NHS patient data. These roles will include Senior Managers, Caldicott Guardian's, IG Managers, IT Managers, Legal staff, Departmental Managers plus others.

Outcomes



Fri Dec 9th

After completing this course, attendees should be able to:

- Explain the principles of good cyber security and how they help safeguard patient data
- Understand the cyber security requirements for making a successful DSP Toolkit submission
- Identify and explain the key steps to establishing a cyber security protection programme to minimise the risk of an adverse information security event such as a cyber attack
- Appreciate the importance of effective risk management when protecting information assets in a healthcare environment
- Describe how the DSP standards relate to established cyber security standards
- Understand how to keep up-to-date with important developments in cyber security
- Outline techniques that can be utilised to boost improvements in cyber security and help minimise the risk of a cyber attack
- Understand how to make your organisation more secure from cyber threats and how to do this cost-effectively.

Day 3 – Cyber Security and the DSP Toolkit

This course focuses on the need for good cyber security and how information security management is used to help reduce and manage risk. The course covers the key principles of managing cyber risk and includes practical solutions and guidelines for implementing an effective cyber security protection programme as part of an organisation's DSP Toolkit project. The course will principally focus on meeting the IT security elements of the DSP Toolkit submission and provide the background information that explains why particular assertions are required. The course also includes practical exercises to help students develop their cybersecurity skills to help them with their day-to-day work.

Day 3 – Session Overview: Cyber Security and the DSP Toolkit

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Fri Dec 9th

Day
3

Session
1

IT Security in Healthcare (Session 1)

- Why is IT security increasingly vital in Healthcare?
- How is technology impacting Healthcare?
 - ◇ Growth of SaaS within healthcare service delivery
 - ◇ Use of Internet of Things (IOT) devices in patient care
 - ◇ Understanding the challenges to effective cybersecurity
 - ◇ What are the principal threats
 - ◇ How can threats be minimised?
- What are the IT security requirements/obligations (UK GDPR, Computer Misuse Act etc)?
- Fundamentals of Information security
- The DSPT and IT security
- Importance of Cyber Security standards
- Role of Cyber Essentials
- Role of ISO 27001

IT Security in Healthcare (Session 2)

- What are the key principles of good IT security?
 - ◇ Vital elements of cyber security/information security management
 - ◇ What are the risks?
 - ◇ How are risks managed?
 - ◇ Information Security Policies
 - ◇ The organisation of Information Security
 - ◇ Human Resource Security
- Mapping these principles to DSPT standards
- Workshop 1

Session
2

When: Wednesday **December 7th 2022** – Friday **December 9th 2022**

Day 3 – Session Overview:

Privacy, quality and the DSP Toolkit

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IT Security in Healthcare: (Session 3)

- What are the key principles of good IT security?
 - ◇ Asset Management
 - ◇ Access Control
 - ◇ Cryptography
 - ◇ Physical and environmental security
 - ◇ Operational Security
 - ◇ Communication security – Network security management and Information Transfer
 - ◇ Business continuity management
- Mapping these principles to DSPT standards
- Workshop 2



IT Security in Healthcare (Session 4)

- Additional aspects of good IT security
 - ◇ System acquisition, development and maintenance
 - ◇ Supplier management
 - ◇ Incident management
- Mapping these principles to DSPT standards
- Role of education & training concerning maintaining effective Cyber Security
- Compliance

Optional CPD Test (Session 4)

An optional multiple-choice test is available for attendees

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Pricing

10% card payments discount*
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Any two days

£835*

Any three days

£1,185*

These courses are also available to run on a clients site.

For details contact sales@dlp-assured.com

- All bookings paid for online will attract a 10% discount.
- Additional delegates from the same organisation are eligible for a 20% discount on the same DSPT course. A DSPT course is run once a month and consists of 3 available days.
- Organisation's will also receive a training voucher worth 50% of booking fee that can be used for other delegates attending DSPT courses**
- All delegates will be eligible for a free consultation (of up to 3 man-hours) for a DSP Toolkit related query. The free delegate consultancy must be claimed by 1st July 2023.
- Course are also scheduled for January, February and March 2023. See www.dlp-assured.com/training for dates.
- Rail strike—the course will not run if a rail strike or other disruption occurs. In this event, delegates can select another course date in the next 3 months. Delegates will be notified at least 3 weeks in advance of the confirmed course date.
- All attendees will receive a course certificate. An optional multiple choice test is available for those wanting to certify.
- Courses will be run in central London.
- DLP Assured is a G-Cloud approved supplier.

* price quoted excludes VAT



Booking your course: great discounts are available

Decide whether you want to attend **1, 2 or all three days**. To get a **10% discount** book your courses online:

www.dlp-assured.com/training/booking.php

If you have more than one delegate, an additional **discount of 20%** is available.

Organisations will receive a **training voucher worth 50%** of booking fees for other courses**



Course day counts as 6 hours towards your Continual Professional Development (CPD)

When: Wednesday December 7th 2022 – Friday December 9th 2022

Booking Form

10% card payments discount*
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Training Course:

Introduction to NHS DSP Toolkit and how to make a successful submission (1,2 or 3 day course)

Please complete this form for each delignate. Photocopies accepted

How to Book: Fill out the form below

Or Book Online
www.dlp-assured.com/training

If not booking online –
post this form to XXXXXXXXXX

Your Details

Dr Mr Mrs Ms (please Circle)

First Name

Surname

Job Title

Department

Organisation

Address

Postcode

Telephone

Fax

Email

This form must be signed by the delegate or by an authorised person before booking can be accepted
(By signing this form you are accepting the terms and conditions below)

Name

Signature

Date

I will be attending the following courses

—select month and course(s)

December 2022

January 2023

February 2023

Courses: (please also select)

DSPT Intro

DSPT & privacy

DSPT & Cyber security

Payment Details

By Cheque A cheque for is enclosed.
Please make Cheques Payable to: **DLP Assured Services Ltd**

By Invoice Please send an invoice to:

Name

Organisation

Address

Postcode

Email (for invoices)

Purchase Order Number (if applicable)

Please note that if you are requesting and invoice, many NHS organisations require a Purchase Order Number to be provided. If you do not provide this number it may slow down the processing of this delegate place

By BACS

For payment in £: **Sort Code: XXXXXX Account No: XXXXXX**

Please send your BACS remittance form as confirmation of payment

Your BACS Reference

By Credit Card Please debit my Visa/Mastercard/Switch
All sections must be completed if paying by credit card

Cardholder's Name

Card No.

Valid From Expiry Date

Isse NO. (if applicable)

You will be contacted durinf the processing of your booking to confirm the payment card security code. (the last three numbers printed on the back of your card)

Signature

Card Billing Address

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For terms see:

www.dlp-assured.com/training/terms.php

When: Wednesday **December 7th** 2022 – Friday **December 9th** 2022

Contact Us



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