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| < Insert name of pharmacy>  **Assigning data security roles** | | | | <Insert pharmacy logo> |
| Doc prepared by: | Doc approved by: | Date next review due: |  |  |
| Date prepared: | Date approved: | Date review takes place: |  |  |

The [Data Security and Protection Toolkit](https://psnc.org.uk/dsptk) ('Toolkit') includes questions related to data security roles and responsibilities. The Toolkit also enables the 'Organisation Profile' webpage to be populated after/if data security roles have been assigned.

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| **Role** | **Information** | **Person(s) (same may hold many)** |
| **Pharmacy company/contractor** | The pharmacy company/contractor is the data controller and is responsible/accountable for data protection and implementation of the GDPR. | ………………………….. |
| **IG lead and/or Senior Information Risk Owner (SIRO)** | The same person may be both; in larger organisations, there may be one SIRO and an IG Lead for each community pharmacy). They may also be responsible for compliance with data legislation. | ………………………….. |
| **Superintendent pharmacist** (if applicable) | The superintendent pharmacist is in overall control of the management of a pharmacy, including its professional and clinical management and management of the administration of the sale and supply of medicines. | ………………………….. |
| **Caldicott Guardian** (if applicable) | The National Data Guardian advise that health and social cares may appoint a Caldicott Guardian to look after data security matters within their organisation. Some types of organisation should appoint one. However, it is not mandatory for pharmacy contractors to appoint a registered Caldicott Guardian, though they may choose to do so if this makes sense for their organisation. There should be somebody at a high level within the organisation – which might be the IG lead – who takes responsibility for protecting the confidentiality of service users’ health and care data and making sure that it is used appropriately. The [Caldicott Guardian manual](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/581213/cgmanual.pdf) can be a useful resource to assist in this job role and the [Caldicott Guardian Council](https://www.gov.uk/government/groups/uk-caldicott-guardian-council) can provide help and guidance. A Caldicott Guardian could also be appointed for multi pharmacies. | ………………………….. |
| **Summary Care Record (SCR) Governance person** | A person for each pharmacy will be able to view alerts about SCR activity and take action to investigate only where needed. Read more at [psnc.org.uk/scrgp](https://psnc.org.uk/scrgp) | ………………………….. |
| **Data Protection Officer** | The DPO may, or may not, be a member of staff. The DPO has responsibilities set out in the GDPR – guidance may be found in the Information Governance Alliance’s guidance ‘The GDPR Data Protection Officer’ at <https://www.digital.nhs.uk/article/1414/General-Data-Protection-Regulation-guidance>. The DPO should advise you on your obligations under the GDPR and should have expert knowledge of data protection law. You may want to appoint a DPO even if you are not required to do so. | ………………………….. |

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| *This data security document assists the pharmacy’s aligment with the Data Security and Protection Toolkit (DSPTK). Related pharmacy policies and more can be found at:*   * [*psnc.org.uk/dsroles*](http://psnc.org.uk/dsroles)*;* [*psnc.org.uk/ds*](http://psnc.org.uk/ds)*;* [*psnc.org.uk/dsptk*](http://psnc.org.uk/dsptk)*; and* [*psnc.org.uk/dstemplates*](https://psnc.org.uk/dstemplates)*.*   *Pharmacy contractors with queries about the original template or questions about DSPTK may contact* [*it@psnc.org.uk*](mailto:it@psnc.org.uk)*.*  *This document is based on a template updated during: Feb 2021* |