

IG Toolkit 'Quick Start' Guide

The IG Toolkit has been designed to be used without a user guide. Any help you need is included directly within the relevant page on the site. This page just provides a few tips to help you find your way around the site.

It also includes links to specific help on how to complete an IG Toolkit assessment.

Specific help on completing your assessment

If you want, you can read specific help on completing your assessment (these help topics are also available from the 'Help' menu at any time):

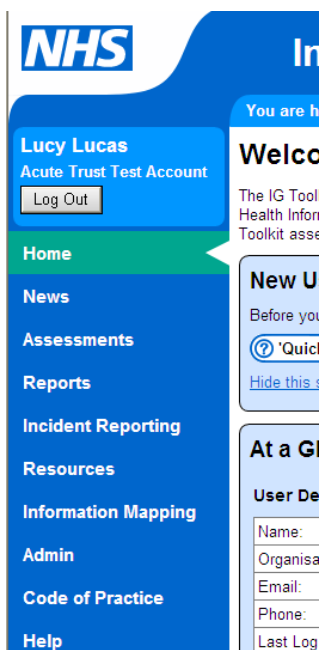
- [GPs, Pharmacies, Eye Care Services, Dental Practices, Community Pharmacies/Dispensing Appliance Contractors and Voluntary Sector Organisations.](#)
- [Acute Trusts, Mental Health Trusts, Ambulance Trusts, Community Health Providers, Commissioning Support Units, NHS England, Health & Social Care Information Centre](#)
- [Clinical Commissioning Groups, Local Authority, Prison Health, NHS Business Services Authority, Health & Social Care Information Centre and NHS Direct.](#)
- [NHS Business Partners, Commercial Third Parties, Secondary Use Organisations, Hosted Secondary Use Teams, Any Qualified Providers - Clinical and Any Qualified Providers - Non Clinical.](#)
- [Pharmacy HQs performing a batch submission for pharmacies within their group](#)
- [Public Health England](#)

Help for Organisation Administrators

For larger organisations certain areas of the system functionality (such as setting up new users etc) are only available to users with the Organisation Administrator role. The [Organisation Administrator Guide](#) will detail what these extra areas of functionality are and how they work.

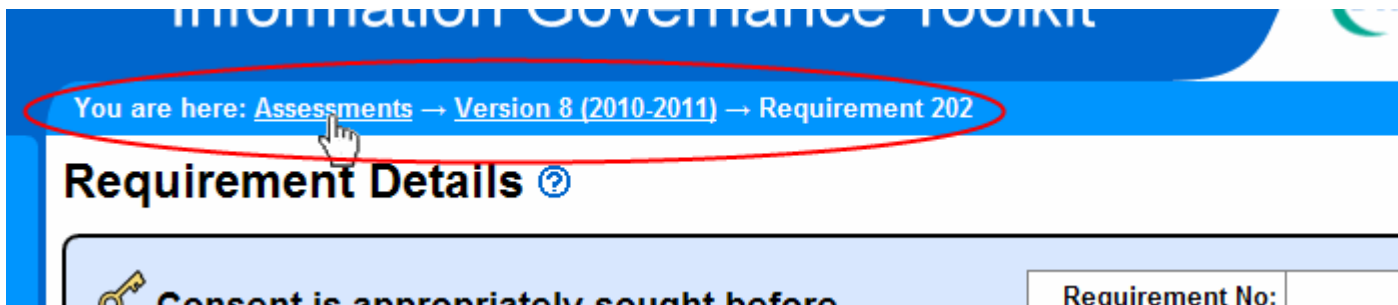
The Navigation Bar

The navigation bar (on the left side of the page) provides links to the main areas of the site. Move your mouse over each link to get more details. Click on a link to go to that area of the site. The links displayed depend on whether you are logged in and what permissions you have.



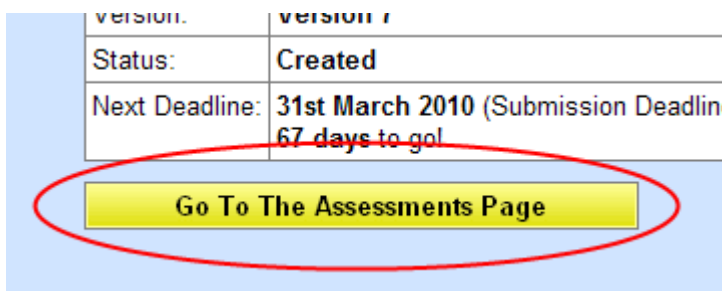
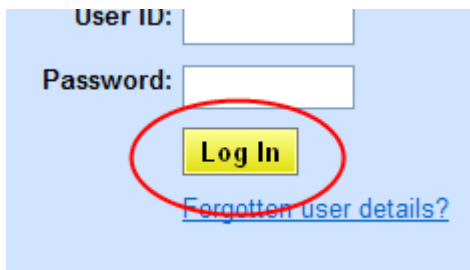
The Breadcrumb Trail

The breadcrumb trail shows you where you are within the site hierarchy. Click on any of the underlined links to return to that page.



Follow the Big Yellow Buttons

Big yellow buttons highlight the most likely action(s) on any given page. If you "follow the big yellow buttons", the system will guide you through completing an IG Toolkit assessment.



Expanders

Expanders keep a page tidy by hiding content. Click on an expander to show the hidden content. Once expanded, click on the expander again to re-hide the content.

Previous

Expand All Collapse All

Requirement Description
Show details for this section

Attainment Levels

Knowledge Base Resou

Training

Previous

Expand All Collapse All

Requirement Description
Hide details for this section

There are legal restrictions on how personal information is held in confidence (eg to provide usually a form of consent is required, this r Staff must be made aware of the right of ar disclosed and the processes that they ne

Guidance

Attainment Levels

Glossary Terms

Glossary terms are highlighted in green with a dashed underline. Move your mouse over the term to see the definition. Click on the term to open the full glossary.

Accountability and Performance

Introduction

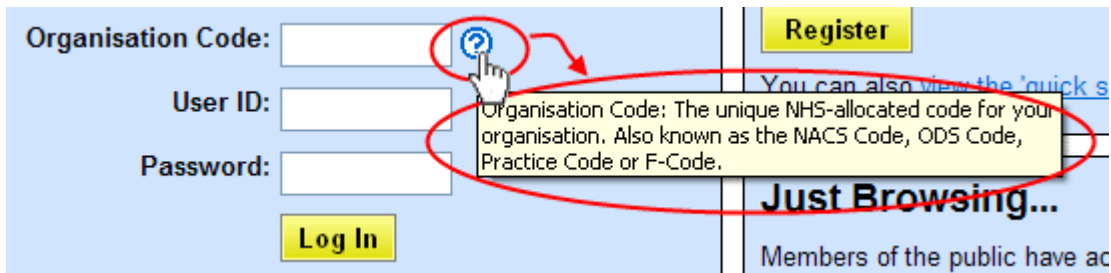
1. The Data Protection Act 1998 provides conditions that must be satisfied prior to (in the Act) personal information. Where personal information is held in confidence common law obligations apply unless exceptional circumstances apply.

Data Protection Act 1998

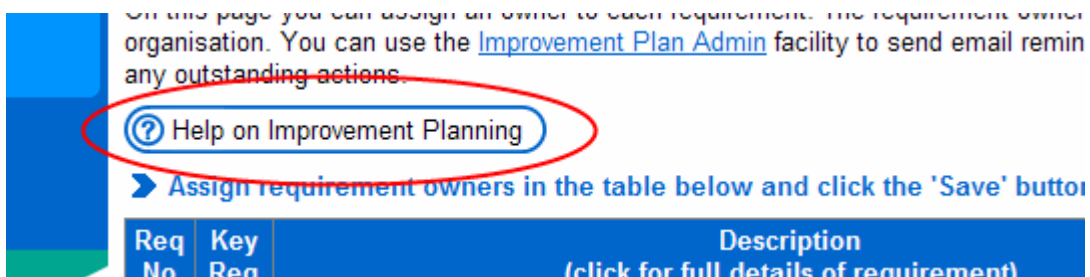
2. The Data Protection Act 1998 provides eight Principles that apply to all use and (in addition to satisfying these eight Principles, organisations must also satisfy one

Context Help

Move your mouse over a question mark, other symbol, button or input field to get specific help on that item.

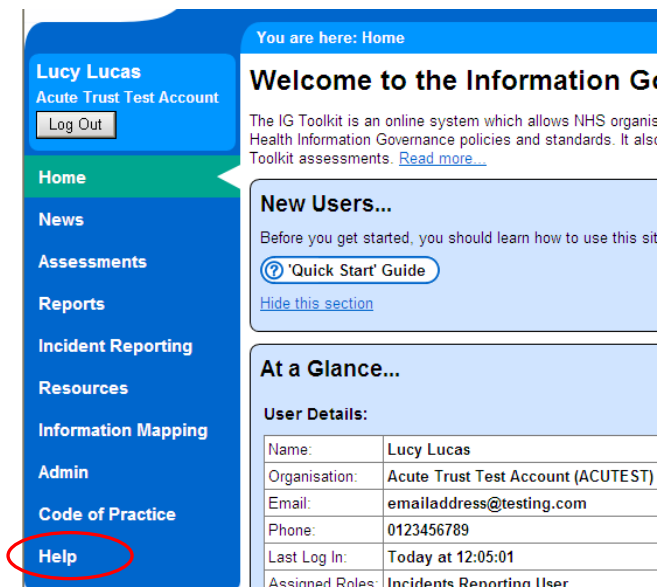


For more complex situations, more detailed help topics are available. Click on a help topic icon to view the help.



Help Pages

Further help is available in the Help pages, accessed via the 'Help' link on the navigation bar.



Contact Us

If all else fails, we are only a phone call or an email away. Use the 'Contact Us' page to get in touch.



Information Governance Toolkit



You are here: Home

Lucy Lucas
Acute Trust Test Account

Log Out

Home

News

Assessments

Reports

Incident Reporting

Resources

Information Mapping

Admin

Code of Practice

Help

Welcome to the Information Governance Toolkit

The IG Toolkit is an online system which allows NHS organisations and partners to assess themselves against Department of Health Information Governance policies and standards. It also allows members of the public to view participating organisations' IG Toolkit assessments. [Read more...](#)

New Users...

Before you get started, you should learn how to use this site by reading the ['quick start' guide](#).

[Quick Start Guide](#)

[Hide this section](#)

At a Glance...

User Details:

| | |
|---------------|------------------------------------|
| Name: | Lucy Lucas |
| Organisation: | Acute Trust Test Account (ACUTEST) |
| Email: | emailaddress@testing.com |
| Phone: | 0123456789 |
| Last Log In: | Today at 12:05:01 |

Current Assessment:

| | |
|----------------|--|
| Version: | Version 9 |
| Status: | Updated |
| Next Deadline: | 31 March 2012 (Publication) 398 days overdue! |

[Go To The Assessments Section](#)

What Next?

You are now ready to use the IG Toolkit.