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.
Accountability and Performance

Introduction

1. The Data Protection Act 1998 provides conditions that must be satisfied prior to the collection of data in the Act: personal information. Personal data is information relating to an identifiable individual. Where personal information is held in confidence in the course of personal or commercial activities, it is common law obligations that protect privacy. However, personal information must be disclosed only if it is required for a legitimate purpose and the individual has given consent.

2. The Data Protection Act 1998 provides eight Principles that apply to all use and processing of information relating to living individuals, including the obtaining, holding, use or disclosure of such information. These Principles are:

   a. Notice: The person from whom personal data is collected must be informed of the purposes for which the data is to be used.
   b. Consent: The data subject must give explicit consent to the processing of their personal data.
   c. Minimization: Personal data should be collected only for specific and lawful purposes.
   d. Accuracy: Personal data must be accurate and kept up to date.
   e. Storage: Personal data should be stored for no longer than is necessary for the purposes for which it is collected.
   f. Integrity and confidentiality: Personal data must be processed securely and in a way that ensures its integrity.
   g. Access: Data subjects must have the right to access their personal data.
   h. Accountability: Organizations must be able to demonstrate accountability for processing personal data.

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.

Data Protection Act 1998: An Act for the regulation of the processing of information relating to living individuals, including the obtaining, holding, use or disclosure of such information.
Context Help

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

Organisation Code: [Enter code]
User ID: [Enter ID]
Password: [Enter password]

Log In

Register

Just Browsing...

Members of the public have access to limited data.

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.
What Next?

You are now ready to use the IG Toolkit.