

	<b>Title</b>	Data Protection Homeworking Policy
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### Equality Impact Assessment

The school aims to design and implement services, policies and procedures that meet the diverse needs of our provision, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others. We are confident that this policy does not place anyone at an unreasonable or unfair disadvantage, and is compliant with relevant equalities legislation.

Where the school or staff are referred to, the policy and the following procedures apply to all staff working for Corbets Tey School on all sites.

### Version Control

Version	Date	Author	Description of Change
1	20/01/2022	Data Protection Enterprise Ltd <a href="http://www.dataprotectionenterprise.co.uk">www.dataprotectionenterprise.co.uk</a>	New Policy
2	05/11/2022	Data Protection Enterprise Ltd <a href="http://www.dataprotectionenterprise.co.uk">www.dataprotectionenterprise.co.uk</a>	S4.3 amended

## 1. About this policy

1.1 The School has a legal responsibility to ensure that sufficient data security and data protection practices are in place for homeworking as well as health and safety considerations for employees. The School supports homeworking when necessary but there are increased risks from:

- Malware attacks
- Data breaches
- Use of own devices, and
- Adoption of new technology which has been poorly implemented

Phishing attacks have skyrocketed, with significant numbers targeted at home workers.

- 1.2 The School is responsible for data security and protection of personal information. This remains the case when any member of staff is homeworking, and all employees must try to maintain the same standards of data confidentiality and security at home as would normally occur at School.
- 1.3 This policy applies to employees only and does not form part of any employee's contract of employment and may be amended at any time.

### **2. Home Working Situation**

- 2.1 It is your responsibility to ensure that you have sufficient and appropriate equipment for working from home. The School are not responsible for the provision, maintenance, replacement, or repair in the event of loss or damage to any personal equipment used by you when working for us.
- 2.2 The School are not responsible for associated costs of you working from home including the costs of heating, lighting, electricity or telephone calls.

### **3. Working at home: data security and confidentiality**

- 3.1 All equipment and information must be kept securely. You should take all necessary steps to ensure that private and confidential material is kept secure at all times.
- 3.2 You may only use equipment which has been provided by or authorised by the School. You agree to comply with our instructions relating to software security and to implement all updates to equipment as soon as you are requested to do so.
- 3.3 You confirm that you have read and understood our policies relating to data protection, acceptable use, electronic communications and data security and that you will regularly keep yourself informed of the most current version of these policies.
- 3.4 If you discover or suspect that there has been an incident involving the security of information relating to school information, you must report it immediately to the School Data Protection Officer and Headteacher.

### **4. Working at home: health and safety**

- 4.1 When working at home you must take reasonable care of your own health and safety and that of anyone else who might be affected by your actions and omissions.
- 4.2 The School retains the right to check home working areas for health and safety purposes. The need for such inspections will depend on the circumstances including the nature of the work undertaken.
- 4.3 You must not have face to face meetings in your home and must not give parents/students your home address or telephone number.

- 4.4 You must ensure that your working patterns and levels of work both over time and during shorter periods are not detrimental to your health and wellbeing.
- 4.5 You must use your knowledge, experience and training to identify and report any health and safety concerns to your line manager.
- 4.6 Employees are responsible for ensuring they complete their working hours as defined in their contracts of employment.
- 4.7 Employees are responsible for ensuring they take their rest breaks as defined in their contracts of employment.