

# Data Protection and Working At Home Important Information ...



During this time of uncertainty, as staff you may be asked to work from home. Protecting children and staff data will still remain an important consideration. Evidence shows that the risks for data breaches become much higher when data is accessed remotely or on a portable device and therefore must be taken into consideration. With simple planning and by applying common sense you will help reduce these risks greatly. So, please remember ....

- Be vigilant – no-one else in your household must have access to or see the data you are using and you must be sure you use strong passwords to protect these devices
- Make sure you use a password that no-one else in the household knows or can guess
- Whilst working with school data, lock your screen whilst you are away/not using your device
- Check that all your devices fully up to date: anti-virus, malware and security updates
- Always be very careful which websites you visit and which email attachments you open
- Ensure that your devices cannot be stolen so please make sure they are always kept in a secure place. ***This applies to any hard copies (paper) of information that you take home too !***
- You must remove ALL data from your devices when it is no longer needed or at request from the school / Trust

## ***And remember that ...***

- Since the school / Trust is the data controller, you should be aware that they may request to see the device to ensure the data is safe
- You must report ALL data breaches as instructed by your Data Protection Officer (details below) and remember the time limits to which you **MUST** adhere – there are only 72 hours available in which we need to investigate and report a serious breach to the ICO - so, please play your part in ensuring this is achievable !
- Remember your data protection training to help you to ensure that everything is kept safe whilst it's with you at home - if unsure, ask or refer to the guidance on the data portal

## **Reporting Data Breaches Whilst Home Working**

If you suspect that a data breach may have occurred, we would usually expect you to notify your Principal / Headteacher or line manager. However, given the current circumstances this may not be practical or possible. Therefore, until notified otherwise, please notify me directly through one of the channels listed below. Remember that we only have 72 hours to report to the ICO if necessary - even in the current climate - so please contact us as soon as possible. Once we hear from you, we will contact you to discuss the issue and agree what response may be necessary. So, whether calling or texting or e-mailing, please tell us : (a) your first name (b) your contact telephone number (c) your organisation / place of work and (d) that you have a data breach concern. Do NOT provide any additional details initially. Our contact details :

Colin Bellis - Data Protection Officer  
Illuminate Education Services UK Ltd

**E** : [contact@illuminatelearning.org](mailto:contact@illuminatelearning.org) OR [CBellis01@theharmonytrust.org](mailto:CBellis01@theharmonytrust.org)

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***If in doubt - please ask !***