



Holt Community Primary School

Work Out of School Policy

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If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer: dpo@dataprotection.education

If you would like a copy of any documentation, please contact the school office:

office@holt.norfolk.sch.uk

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Work Out of School Policy

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Work Out of School Policy

Introduction

This policy statement can be included in your existing Data Protection Policy or Staff Code of Conduct. Alternatively, it can be adopted as a standalone policy.

Work Out of School Definition

In this policy statement, home working is defined as a formal arrangement where the member of staff is permitted to take work home overnight, at weekends or over the school holidays to complete projects or ad hoc working.

It also covers the circumstances where data is taken out of school for work purposes, for example to make home visits by attendance officers, or by SLT for external meetings.

Criteria for taking data off site

Before data is taken off-site each member of staff should have an agreement covering:

- The type and volume of data that can be moved off-site
- The purpose for which it is being taken
- The methods for transporting data off-site (physical and electronic)

Staff working from home must first have agreement from the organisational management to take and store work at home.

- The amount of home working expected, with maximum time limits
- The type of work that can be completed at home
- A suitable environment for working at home must exist
- Any requirements for reporting on home working

Work taken off site must not be worked on in a public location and public Wi-Fi should be avoided.

Transportation of data

The greatest risk to data loss is when it is being moved.

Where possible access files using a secure, access-controlled cloud environment and avoid physical transportation of documents and storage devices.

- Physical files (paper documents) must always be kept secure and in the possession of the user. No files will be left unattended in a vehicle or other unsecure location during transit.
- Physical devices (laptops/portable storage) must meet the standards set in the IT Policy. At a minimum any devices must be encrypted.

Home office arrangements

Staff working at home must have a suitable location for working that meets the organisations Health and Safety policy with respect to the Health and Safety at Work Act.

Work Out of School Policy

Staff working at home will ensure the confidentiality and security of any information they are required to work with in the home, in accordance with their existing contract of employment, the organisational IT Policy, Data Protection Policy and Staff Code of Conduct. Such information will not be accessible to family or visitors of the home worker.

Using your own IT equipment

Follow the organisational IT policy for standards to be applied to any personal IT equipment used for accessing work data.

At a minimum if using your own equipment, it must meet minimum standards for anti-virus, malware and operating system updates and security patches.

Avoid downloading documents to your home IT equipment. Where possible, share information in the cloud, especially for staff resources. If you have no choice but to download a document to work on, discuss with your school leadership team prior and once you have completed and uploaded the document, delete from your home device and empty the recycle bin as well. Remember, documents can be synced with the cloud so ensure no documents have been stored in your personal cloud space or backup.

Accessing the school server via a VPN

If you are using your own equipment avoid downloading and storing documents on your home equipment. If your VPN allows, use remote-desktop to work on the organisational device remotely.

Cloud access via Google drive and Office 365

You should avoid downloading to your own device and work on the document online.

Using portable storage

USB sticks/portable hard drives and other portable storage should be used for short-term transportation of data only. All files should be stored on the organisation's network and only required files stored on the device and then returned onto the network at the earliest opportunity and files on the device deleted. Never use your own memory stick when transporting data.

Any devices or equipment provided by the employer for home working should be returned when the home working arrangement ends.

Insurance and related matters

The employer will extend its employer liability insurance, public liability insurance and professional liability insurance to cover staff working from home and taking data off site. Ensuring coverage of assets and data during transportation as well as storage at home. The organisation will ensure that any organisational equipment has adequate insurance cover for the locations it is used and during transportation.

The home worker will contact their own insurers and mortgage lender or landlord to inform them of his/her intention to work at home in case of any additional costs and restrictions.