**Scope and definitions**

This policy applies to all staff who work from home and access information remotely either occasionally or as part of their contract. It applies to information in all formats, including manual records and electronic data.

‘Remote working’ means working away from the Pre School.

‘Staff’ includes anyone working on behalf of the Pre School or given access to Pre School data. , e.g. visitors, committee members, students and subcontractors.

**Purpose**

To ensure that staff are aware of their individual responsibilities around information security when working remotely.

To provide policy and guidance for staff on secure remote working and so minimise the risk of unauthorised access to, and loss of, data, this will largely mean paper records for the Pre School, e.g. marking at home.

**Background and risks**

Remote working presents both significant risks and benefits for the Leafield Pre School.

The risks posed by remote working with Leafield Pre School information can be summarised under three headings:

* reputational: the loss of trust or damage to the Leafield Pre School relationship with its customers, partners or funders;
* personal: unauthorised loss of, or access to, data could expose staff or students to identity theft, fraud or significant distress; and
* monetary: the ICO can impose penalties of up to 4% of turnover.

This policy sets out policy and guidance on how staff can work remotely in a secure and low risk fashion.

**Roles and responsibilities**

Any member of staff working remotely is responsible for ensuring that they work securely and protect both information and Pre School - owned equipment from loss, damage or unauthorised access.

The Pre School Manager is responsible for supporting their staff’s adherence with this policy.

Failure to comply with Pre School GDPR compliance policies may result in disciplinary action.

**Policy statement**

Staff working remotely must ensure that they work in a secure and authorised manner as set out in the Key principles below.

**Key principles**

The policy statement in 5 above is underpinned by the following Key principles. All staff must comply with these principles when working remotely.

* Do not use IT equipment where it can be overlooked by unauthorised persons and do not leave it unattended in public places.
* When taking home children’s records ensure it can be overlooked by unauthorised persons and do not leave it unattended.
* Lock away all paperwork when not working.
* If using IT to write up records *do not save to a personal cloud storage service*. Print and return to Pre School.
* If digitally transferring information save to a USB and securely take to Pre School.
* Ensure family members etc. cannot access either digital working (progress records etc.) or paper versions.
* Use automatic lock outs when IT equipment is left unattended.
* IT equipment must be password protected.
* You should not work remotely if there is a risk to your health or safety, for example during building work at home or in unsanitary conditions, or if there is not a satisfactory work space for you to use. It is the responsibility of the member of staff to ensure that the working environment and space is suitable for remote working.
* Only use Leafield Pre School equipment for legitimate Pre School purposes.
* Return the equipment at the end of the remote working arrangement or prior to the recipient leaving Leafield Pre School.
* Do not allow non-staff members (including family and friends) to use the equipment.
* Staff who process Leafield Pre School held information on privately-owned equipment are responsible for the security of the device and must follow the Pre School’s UYOD policies see UYOD policy.
* Staff working remotely must ensure that information is retrievable. The access to information regimes – freedom of information and Subject Access Requests - gives the public rights of access to information held by the Pre School, and this covers information held remotely. In the event of a request for information staff must retrieve \*all\* relevant requested information, whether held remotely or on Pre School facilities, and within a reasonable time so that the Pre School can meet the relevant statutory deadlines for responding.
* Staff working remotely must adhere to the Pre School’s Data Retention Guidelines, and in particular ensure that information held remotely is managed according to respective Pre School records retention plans and securely deleted or destroyed once it is no longer necessary to process it remotely.

All staff and others who work on behalf of the Pre School must report any loss or suspected loss, or any unauthorised disclosure or suspected unauthorised disclosure, of any Pre School owned data immediately to [office@leafieldpreschool.org.uk](mailto:office@leafieldpreschool.org.uk) in order that appropriate steps may be taken quickly to protect Pre School data. Failure to do so immediately may seriously compromise Pre School data and, for staff, may lead to investigation and potentially action under the disciplinary procedures.

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