COVID19: GDPR Guidance for Remote Working

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Remote Working

- Working remotely either from your home or from another location may require you to access and process personal data that is held by the Council. Remote working can increase the risks associated with the processing of personal data.

- Most remote workers will, by necessity, have to move data (or devices that can access that data) and that opens up the risk of data being mislaid. When confidential information is removed from Council premises it is essential that its confidentiality and integrity is protected.

- Remember confidentiality of records is the sole responsibility of the staff member who has custody of them.

Data handling

- Personal data should not be disclosed either orally or in writing, accidentally or otherwise to any third party, without authorisation.
- Do not send personal or special category personal data via e-mail without encryption or password protection. Guidance on sending an Encrypted Email is on the intranet and on the ICT self serve portal or by clicking this link: http://abc-svr-intra.abc.local/wp-content/uploads/2015/03/Sending-an-Encrypted-Email.docx
- Documents must be kept out of site and inaccessible to members of the public (this includes but is not restricted to staff, family members / visitors to your home) and should not be left unattended at any time (even for short periods where they could be overlooked by any unauthorised person.

Breach Reporting

- A personal data breach is defined as: “a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data”.
- The Council is responsible for ensuring appropriate and proportionate security for the personal data that we hold and makes every effort to avoid personal data breaches. Remote working can make it more difficult to identify when a data breach occurrs and to identify how it happened.
- All data breaches must be reported immediately to the Senior Records Manager/DPO, via the designated data protection email address: dataprotection@armaghbanbridgecraigavon.gov.uk

Transporting Equipment or Records

- If materials are being transported by car they must be secured in the boot of the vehicle, locked and removed to a safer location at the first opportunity
- Under no circumstances should materials be left in a car overnight
- Hardware (laptops, etc.) must be kept securely
- Staff should wherever possible transport information in digitally encrypted formats and devices

In summary

Data protection law doesn’t prevent remote working but you’ll need to consider the same kinds of security measures for homeworking that you’d use in normal circumstances.

If you have any questions please contact: dataprotection@armaghbanbridgecraigavon.gov.uk

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