

# PROTECTING PERSONAL DATA WHEN WORKING REMOTELY



## 1 REMEMBER

Data protection doesn't take sick leave, so GDPR continues to apply to all personal data we may be processing whether at our normal place of work or when working remotely. If you need to, refamiliarise yourself with GDPR and our company policies and who to contact in an emergency



## 2 THINK

Think about where you are when you're processing personal data. Check your surroundings and make sure no one could accidentally see what you're doing. Think about who else could access your device, for example, people you live with or who use your computer, phone or tablet



## 3 PROTECT

Make sure you protect the personal data you are processing. Consider how you can prevent unauthorised access to personal data or systems. Lock your device after use. Avoid storing passwords on your own devices or sharing devices with the people you live with



## 4 AVOID

Try and avoid accessing data in public places or using public wi-fi access unless you can trust the connection is secure. Don't download data from systems to process on local devices (whether a work device or your own) and if you have to, make sure you delete it as soon as you've finished with it



## 5 SECURE

Keep personal data secure at all times, following our existing security protocols. Don't leave devices or paperwork lying around at home, lock them away. Don't leave devices or any personal data in your car overnight or unattended in public spaces. Limit who can access any of your devices or files



## 6 REPORT

Report any issues to the appropriate person internally. Remember we have an obligation to report data breaches within 72 hours, so if something does go wrong make sure you tell the appropriate person ASAP. And, don't be afraid to ask if you're unsure about anything GDPR related