

Working from Home: Top Tips for Legal Compliance

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When working from home, you may find that you will have to use new or varied systems and/or equipment in order to gain access to online services, use and store data, including personal data and to manage organisational assets.

1. Protecting your organisation's assets as well as personal data about learners, staff, volunteers, contractors, clients etc will be extremely important and the need to adhere to internal policies and procedures as important as ever. You can ensure that you remain GDPR compliant and reduce risks of cybercrime through keeping your passwords strong on devices that you are using from home (particularly if you are sharing them), not saving any work-related documents to your personal devices and ensuring files are encrypted for security.
2. Some key points to remember:
 - Do not save personal data unless there is reason to do so.
 - Remember only to copy in others to your email if required. Before sending an email, read it over and check to whom you have copied in, to ensure that you don't inadvertently create a data breach.
 - Use software that makes online communication with your team efficient and safe. Microsoft Office 365 and Zoom are good examples of efficient and secure platforms for communicating and training your team.
3. If you are using images, you need to remember to use only those that do not present any copyright issues. A list of sources of good content that you can use is here: <https://naomikorn.com/2020/03/17/wealth-of-licensed-images-available-from-ukmuseums-and-cultural-organisations/>
4. You can find out more about your data protection and copyright obligations and the latest official advice here: www.ico.org.uk and here: www.ipo.gov.uk

All of our consultancy, training and rights clearance services have been adapted to operate online. We will continue to be here to help support you and your organisation, please get in touch or see our website for more information.



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