**COVID 19 - Advice When Working from Home**

Working from home is new to many of you and the lockdown is challenging for us all, especially for those with children at home or relatives to care for. There is also a sharp increase in the number of cyber-attacks to consider.

It is worth noting that the council’s Information Management and Security policies still apply in this period. In order to assist staff adhere as best they can we are have listed here the key considerations for you to take to protect personal data when working from home during the lockdown.

Everyone’s best endeavours to follow these rules is one of the ways we can help protect the people we are all working hard to support during the pandemic.

Please ask for help or advice from the person managing you or the IMT team if you don’t understand any of the instructions you have been given.

**IT and Equipment**

* Continue to use the IT equipment issued by the council where you can. If your manager approves, you may be able to set up BYOD (Bring Your Own Device) on your personal device for you to access Office365 services <https://barnetcouncil.sharepoint.com/sites/byo>
* Try not to leave information accessible to other people (including other household members) and try and remember to lock your laptop screen when leaving it unattended and fully shut down when you finish work.
* When off site or out of the home use appropriate security to protect you and your computer.
* Do not share or give out your login id and/or passwords.
* Never click on suspicious links, do not download attachments if you do not know the sender. Look out for phishing, urgent demands for money or fraudulent emails from organisations or people.

**Paper**

* Printing from home printers is not usually allowed. Speak to your manager if you need paper files and how you might be able to access these during this time.
* If you have to take papers off site, please remember to only take the minimum amount necessary and, where possible, data should be anonymised.
* Papers should be put away when not in use and kept away from valuables.
* Paper copies usually must be shredded after use. If you do not have a shredder at home, then please consider how you might store these files as securely as possible and tell your manager. Keep a record of what you have.

**Privacy & Confidentiality**

* We know this may be impossible for some of you, but where possible try to use a workspace away from others during lockdown. Please also consider who else is around you when making work calls about residents and staff.
* You should not normally email data or divert emails to a personal email address without checking with your manager.
* Immediately tell the person managing you if you lose personal information, send it to the wrong person by email or post, or discover personal data isn’t correct.