

## **Data Protection, GDPR and Home Working – Do's and Don't's**

The following are just some reminders to staff about good practice for the protection of personal data when working from home or away from the office.

### **Do:**

- Where possible use a college issued device with secure access.
- For personal devices ensure the device is biometric, pin or password protected
- Lock away wherever possible papers containing personal data when not being used
- Use your Office365 account and OneDrive for saving documents (these are backup up so no need to make copies)

### **Don't:**

- Download personal data onto the local drive of the device or any USB storage, especially on non-college devices
- Leave devices logged in unattended
- Leave devices on view in unattended vehicles

If in doubt contact the IT Helpdesk or email [GDPR@kirkleescollege.ac.uk](mailto:GDPR@kirkleescollege.ac.uk)

Helpdesk – 01484 437016 or [servicedesk@kirkleescollege.ac.uk](mailto:servicedesk@kirkleescollege.ac.uk) or  
<http://www.kirkleescollege.ac.uk/staff/>