



Empowering Individuals. Learning Together.

Date Adopted: April 2018  
Next Review: April 2020

Signed on behalf of Trustees:  
Date:

References made to the United Nations Conventions on the Rights of the Child.  
Article 2 - The convention applies to everyone  
Article 3 - Best interest of the child  
Article 28 - All children have the right to a primary education

**Diversa Multi Academy Trust including:**  
**Angel Road Infant School**  
**Angel Road Junior School**  
**North City Children's Centre**  
**Bignold Primary School (including Butterflies and Caterpillars)**

Throughout the Policy Diversa MAT will refer to the Trust and the settings within it. Where there are specific setting contexts these will be included in appendices.

## **Home Working Policy (Data Protection)**

Staff are allowed to carry out work at home to support their roles and responsibilities. However, staff need to be aware that there is a heightened risk of data breaches and the measures they need to take.

School laptops are allocated to specific staff and the details of these are kept on a register at school. They can be taken home for work purposes.

Risks	Measures
Equipment lost or stolen	<p>Any paperwork, files or electronic devices taken home must be kept securely. They should be taken straight home and straight back to school. They should not be left in cars or taken to other locations. Personal information should not be stored away from the school. Staff should only take electronic devices that have been allocated to them and held on the school register.</p> <p><i>What information can be taken home?</i> Assessment information, record keeping and planning</p> <p><i>What information cannot be taken home?</i> Any paper based information that relates to safeguarding information about individuals. Safeguarding information can only be stored on an encrypted laptop. Any paper based personnel information. Personnel information can only be stored on an encrypted laptop.</p>
Other people accessing information	<p>Web based management information systems, calendars and emails can be accessed at home. However, personal devices must be password protected and passwords for web based management information systems, calendars and emails must not be saved on the device. Files and documents that include personal data should not be stored on personal devices.</p> <p>Any home working should take place in a private area. Information must not be visible to others.</p> <p>Working in public places or public transport is not permitted</p>
Disposal of information	Any paper based information must be shredded or returned to school for shredding

Any data breach must be reported using the Data Breach Report to the School Business Manager or the Headteacher within one day of the breach becoming apparent. This includes mistakenly sent emails, lost paperwork, cameras, I pads or laptops