

Risk List

Home Working

Risks you must consider when your staff are working offsite:

- Unencrypted devices
- Others having access to the device/sharing the device
- Loss of device
- Divulging Personal Data
- Paper copies being lost/printed
- Any paper copies need to be locked away and not left out on the table
- Locking device when walking away from it, in even in your own home
- Teachers' mark sheets and records to be kept safe
- SEN & FSM Data
- Staff Records
- Parents and Governor Details
- Staff should ONLY process minimum personal data. Name and class should be sufficient
- Safeguarding information – there is a risk if this data needs to be transmitted. Staff must take extra care and think twice before transferring any data as such
- Staff will be instructed remotely how to check that their devices are safely encrypted. Most should be in today's technology
- Staff MUST continue to report ALL breaches

DPO/DP Lead contact details must be given to all staff and they must be advised to follow normal school procedures to raise any concerns they have around protecting your school's personal data and if they need to report a Data Breach.