

Working from home during COVID-19

Some of my TIPS to 'Secure Remote Working'

Due to this recent pandemic COVID-19, many staff are having to self-isolate, look after children and or work from home. As well as ensuring you continue to wash your hands to protect yourself against the virus, here are a few safety tips to remember when working from home.

1: Are you up to date on your policies?

Make sure you have read your practices Remote working policy or staff handbook and you are fully aware of your responsibilities whilst working at home.

2: Data Protection & IG Training

Make sure you are up to date on your Information Governance and Data Protection Training (recent classroom-based training, Virtual college, or e-learning for health) so you are refreshed on security awareness. Your practice needs to know that they can trust you to do the right thing outside of office controls. Patient confidentiality and Data Protection continues at home!

3: Keep an inventory of hardware

Keep a track of any items taken outside the practice keep an inventory for security purposes.



4. Spying eyes

Don't forget, just because you're working from home and might be working with your partner/other family members, doesn't mean that they need to have a look at your patients' data, especially if paperwork is lying around and your screen is left on. Breaches can still happen at home too; treat everything you do at home with the same security and confidentiality you would if you were at work. Lock your screen, lock any paperwork, laptops away etc. when not in use.

4: Safe working

Ensure your using a virtual private network (VPN) this could help you when you are not using a secure connection ensure all laptops have secure encryption and any mobile devices. Ensure you have Anti-malware on all devices. The CSU should be able to assist you with any data concerns you have.

5: Emails

Ensure if you are emailing patients that you use [secure] to ensure that the messages you send are always encrypted.

If you require any further guidance, please do not hesitate to contact us.

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AVON LOCAL
MEDICAL COMMITTEE



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SAFE ONLINE
AND
THINK BEFORE
YOU CLICK