**MANAGER’S CHECKLIST**

**SECTION 1: Working Remotely – Data Protection Checklist for Managers**

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| **Requirement** | **Met/Not Met/N/A** | **Action** |
| Alert staff that they should not download confidential/sensitive information onto Personal Devices. |  |  |
| Ensure staff are aware of their responsibilities around storing and shredding of printed documents |  |  |
| Enable staff to securely keep any temporary work in progress ‘hard copy’ records at home and to appropriately shred them when no longer required. |  |  |
| Advise staff of the requirement not to store personal data on their devices. Information should be stored in the Service’s Recording System in line with Recording and Safeguarding policies. |  |  |
| Advise staff that where they are using personal phones, appropriate safeguards should be in place (e.g. do not use non-Barnardo’s email addresses, Screen calls …). |  |  |
| Remind staff of the requirements to keep personal and sensitive information secure. In practice, be mindful when making calls around non-Barnardo’s employees, unattended screens should be locked, and hard copy documents should not be left out. |  |  |
| Advise staff to use ‘Teams’ for remote video meetings and where not possible/appropriate, advise staff on security measures for alternative Applications. |  |  |
| Advise staff that all video and photo material need to be appropriately consented and recorded. |  |  |
| Alert staff to remote ‘Consent to receive service’ & YDYR processes, so that DP does not become a barrier. |  |  |
| Ensure that physical post to the office is either re-directed or collected regularly. Be particularly aware of Subject Access Requests (SARs) & court requests. |  |  |
| Inform staff of their requirements in sending emails securely and appropriate use of BCC. |  |  |
| Ensure staff are up to date with Data Protection Training. |  |  |
| Alert staff to the Breach process and remind them of their responsibilities. |  |  |
| Undertake regular housekeeping to ensure information continues to be deleted, archived, or destroyed in line with Barnardo’s retention policy. |  |  |
| Advise staff to consider whether they actually need to use personal data to complete a task. If they do, use the minimum amount possible. |  |  |