**Working at Home Data Protection and Confidentiality Agreement**

Employee / Volunteer Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that the during the period of home working as a result of the Covid-19 outbreak that I may be required to take paper and electronic files and documents home in order to maintain a service for our clients / service users / members.

I understand that confidentiality and security is of paramount importance and that organisation data must be protected at all times.

I agree that:

* I will complete the team spreadsheet indicating what files I have and the date they were removed from the office and the date they are returned
* I will ensure that only files that are necessary to be worked on are taken home and that they will be returned promptly when I no longer need to use them away from my place of employment or volunteering.
* I will take reasonable security precautions when transporting files to and from my home
* I will take reasonable security precautions at my home. It will be locked overnight and/or if no one is in the property
* I will store files securely in my home out of sight of other people and I will ensure that other people cannot get access to them
* I will ensure that any client information generated and/or held by me in a digital format is secure and password protected
* I will save any documents generated by me or sent to me in the course of cases to the office’s shared drive
* If there is a data breach I will inform [state whom] immediately I become aware of it

Signed by Date

­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

(Employee)

Signed by Date

­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

(On behalf of [ORGANISATION NAME])