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### QfL Homeworking Guidelines

Quest for Learning employs a number of home-based staff who use their own electronic equipment to fulfil their role with the charity.

Quest for Learning will provide advice and guidance to home-based staff to maintain the security of data remotely:

- Home-based staff will be aware of their work space and ensure no personal data are accessed by other people (e.g. family members)
- Any paper-based notes will be stored in a locked drawer or cabinet, separate from the staff member's personal files
- The employee will set up a separate user account on the computer or laptop to ensure that other users of the equipment cannot access Quest for Learning data, on purpose or inadvertently
- The employee will set up complex (secure) passwords on Quest for Learning data files and email files to ensure that other users of the equipment cannot access Quest for Learning data, on purpose or inadvertently
- The employee will ensure any external storage device, e.g. USB stick or external hard-drive, is fully encrypted before being used to store Quest for Learning data
- The employee will only access/transfer Quest for Learning data when using a secure (private) internet connection
- The employee will use the @questforlearning.org.uk email address provided for all correspondence relating to their work for the charity
- The employee will comply with the Quest for Learning Records Management, Retention and Disposal Policy whilst working for the charity
- The employee will dispose of all Quest for Learning data in accordance with the Records Management, Retention and Disposal Policy on leaving the organization

These guidelines were last updated: 9 September 2020