

Quest for Learning  
Thameside Primary School  
Cotman Close  
Abingdon  
Oxfordshire  
OX14 5NL

Email: [info@questforlearning.org.uk](mailto:info@questforlearning.org.uk)  
Website: [www.questforlearning.org.uk](http://www.questforlearning.org.uk)



### QfL Remote Working Guidance

Quest for Learning employs a number of remote and home-working staff who use their own electronic equipment to fulfil their role with the charity. In order to maintain data security, remote working staff must abide by the following guidance:

- Remote staff must be aware of their workspace and take appropriate steps to ensure no personal data can be accessed by other people (e.g. family members).
- Paper-based notes are to be kept to a minimum; if they are unavoidable, they must be stored in a locked drawer or cabinet, separate from the staff member's personal files. These notes must be securely destroyed after the teaching block has been completed.
- The employee must set up a separate user account on any shared devices (e.g. computer or laptop) to ensure that other users of the equipment cannot access Quest for Learning data, on purpose or inadvertently. It is strongly recommended that any devices used to access Quest for Learning cloud-based services are encrypted.
- The employee must set up complex (secure) passwords to access Quest for Learning cloud-based services to ensure that other users of the equipment cannot access Quest for Learning data, on purpose or inadvertently. The use of password management software, such as LastPass, is strongly recommended.
- The employee must log out of Quest for Learning cloud-based services when their work session is completed, to ensure that other users of the equipment cannot access Quest for Learning data, on purpose or inadvertently. If the device is to be left for a short period of time, screen lock must be enabled to prevent others from accessing Quest for Learning data. This can be done by pressing **Windows** + L, or **Ctrl+Alt+Del**. Auto-lock must be activated and set to 5 minutes or less.
- The employee must use their Quest for Learning OneDrive cloud storage to store all files containing Quest for Learning data. If hard-drive storage is unavoidable, e.g. internet connection unavailable, files must be deleted/moved to cloud storage as soon as possible.
- The employee must not use any external storage device, e.g. USB stick or external hard-drive, to store Quest for Learning data.
- The employee must only access/transfer Quest for Learning data when using a secure (private) internet connection.
- The employee must use the [@questforlearning.org.uk](mailto:@questforlearning.org.uk) email address provided for all correspondence relating to their work for the charity.
- The employee must comply with the Quest for Learning **Records Management, Retention and Disposal Policy** whilst working for the charity.
- The employee must dispose of all Quest for Learning data in accordance with the **Records Management, Retention and Disposal Policy** on leaving the organisation.

These guidelines were last updated: August 2023