

Staff Behaviours While Working Remotely

Data created and stored within the Trusts computer system is one of the Trust's most important and valuable assets; the Trust has a legal obligation to maintain its confidentiality and security.

Like while working within a Trust environment, access to all Trust applications and internet usage via the Trusts VPN is monitored. Should staff members breach Trust policies, disciplinary action can be taken in line with the Trusts Conduct and Disciplinary policy.

To safeguard yourself during this challenging time, the Trust has provided the below guidelines for you to follow:

- Please ensure that every reasonable precaution is taken to house and store all Trust computer equipment, accessories and media securely both when in use and outside of your working hours.
- Trust computer equipment should be secured with external views of the equipment obscured.
- Like while working within a Trust environment, please do not leave your computer unattended without locking it or protecting it against intrusion or casual observation. Most PCs/laptops can be locked by pressing "CTRL, ALT and DELETE" then "Enter".
- Please ensure your passwords are kept private and confidential - should there be an issue with your password please contact the service desk via email leeds.lth@nhs.net or via telephone 0113 39 26655.
- Never share your password with anyone.
- Keep away from recording or storing your password on paper as this is against Trust policy and procedure.
- Please do not store any Trust confidential data on a hard disk or local drive of any computer.
- If you want to access the internet, please do not access via the Trusts VPN, as this is monitored by the Trust.

The Trust computer system is NOT to be used:

- For any purpose which conflicts with any Trust Policy, Code of Conduct or your contract of employment.
- For any personal gain.
- For any potentially illegal, improper or unacceptable use, such as creating, receiving, viewing, copying, transmitting or holding any obscene or offensive material or material calculated to incite racial or religious hatred, etc.
- To introduce malicious software, such as viruses, into the Trust Computer System.
- For knowingly making untrue, inaccurate, misleading, offensive or potentially defamatory statements about any person or the Trust.

Should you be unsure of any of the above guidance or have any concerns please contact the Information Governance team via the below email or call 0113 20 65221 or 0133 20 65824

leedsth-tr.informationgovernance@nhs.net