



## Some measures that organizations dealing with personal data should implement to help adhere to data protection laws affecting remote working

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Organizations that process personal data are required to comply with applicable laws on data protection regardless of where the processing takes place. Companies whose employees work from home and have access to personal data should consider the following:

**1.** The importance of carrying out a Data Protection Impact Assessment (DPIA) to consider the risks associated with the changes to processing of data and IT practices attendant to remote working. A DPIA will offer guidance on the policies and procedures needed to improve security and remote access to business systems including training needs of staff dealing with data in a home working environment.

**2.** Organizations should provide timely and practical guidance to staff on remote management of information and personal data including:

- How to maintain confidentiality standards in communications ranging from requirement for confidentiality in online postings and online discussions as well as good data and records management;
- Providing simple 'how-to' guides for staff to guide them on awareness of the increased risks surrounding social engineering, phishing, ransomware attacks;
- Guidance on how to deal with virtual teams meetings and virtual business meetings;
- Controlling business data being used on shared home equipment;

**3.** Organizations should revisit their privacy notices to ensure that they are updated to cover any new processing activities and any sharing of personal data.

**4.** Putting in place appropriate technical and organizational structures to manage the information and personal data that employees obtain while working remotely. These include:

- Encrypting laptops and installing a system to track and delete data from tablets and phones remotely if they are stolen;
- Improving physical and technical security at home for staff, including ensuring that personal data disposal can be carried out properly.

At AIP Advocates, we have lawyers who will guide you on legal matters arising from data protection while ensuring your interests are protected.

Do reach out to us on the contacts below for assistance:

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