

Appendix 3

Working from Home - Intellectual Property and Data Protection

Staff do not own the copyright in work produced in the course of their employment with the board unless there is a written agreement to the contrary.

It is the duty of staff to take all reasonable precautions to protect confidential information relating to employment with the board which is stored in the home and, in particular, from other people residing in or visiting the home. Information is confidential where it is expressly stated to be confidential. Information can also be confidential where its nature or quality attracts confidence by implication, or where it is covered by the data protection legislation.

Information held on computer which contains data about any identifiable living individuals is likely to be subject to the Data Protection Act 1998. Employees, do not need to register separately under this Act; they are covered by the board's Register entry. However, staff will need to know and understand their obligation to keep data about any identifiable living individuals confidential and secure, to operate within the terms of the board's Data Protection Register entry, and to comply with the eight Data Protection Principles.

In practice, staff's obligations as set out above are best observed by keeping work life and domestic life separate. In particular, where there is a risk that other household occupants, might gain access to work-related computer files these should be password protected. Great care should be taken not to inadvertently disclose passwords. All staff must be compliant with information governance/ IT security policies regardless of where they work.

Computer files which are not contained in the board's networked drives should be regularly backed up onto disc and stored away from the home. Managers are responsible for agreeing and monitoring procedures for ensuring the security of work, information, and data and files under the staff member's control. Staff should comply with the board's system's department procedures on virus checking and logging off when a computer is not in use.

NHS Fife is committed to the provision of a service that is fair, accessible and meets the needs of all individuals