GENERAL DATA PROTECTION AND INFORMATION HANDLING

College information generated, collected and/or processed by the College is managed according to the College records of processing activities and policies available at https://www.new.ox.ac.uk/privacy-policy but in more detail within the College data asset register on the College Data Protection shared drive. Please ask your head of department for any clarification around how information is managed within the College. You must work within the College policies even when working from home.

This document explains how you should work from home using remote working facilities to process College information, in line with College policies.

ATTENDING COLLEGE MEETINGS FROM HOME

MICROSOFT TEAMS

Microsoft Teams (https://portal.office.com) is p Œ š } (š Z   E Æ µ • ï ò ñ • Œ À]   v   ] • š Z   h v] À Œ • service for video conferencing and remote teaching. Teams is also a tool to facilitate flexible working and collaboration from anywhere.

CHORUS

The University Chorus teleconferencing service (https://help.it.ox.ac.uk/chorus/teleconferencing) is the
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ZOOM AND OTHER CLOUD APPLICATIONS

The University has completed a third-party security assessment (TPSA) for use of the Zoom cloud service during the Covid-19 lockdown period. https://infosec.ox.ac.uk/article/guidelines-for-using-zoom. This is approved for certain types of University data/use but has not been assessed for College use. Zoom is to be used where Teams is not deemed possible.

Until the College has performed a TPSA and performed a data protection impact assessment for College processes users can assume that the University guidelines apply but that following University information classifications map to College classifications:

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HOSTING A ZOOM MEETING

1. Register with the College DPC (dataprotection@new.ox.ac.uk) when creating an account using a College email address.
2. Read the University guidance at https://infosec.ox.ac.uk/article/guidelines-for-using-zoom and apply the data classifications in the section above to the type of information you will be sharing while in the meeting.
3. Refer to the guidance at https://zoom.us/docs/doc/Securing%20Your%20Zoom%20Meetings.pdf
4. Please also make sure that all participants of College-setup Zoom meetings accept the following notice:

USE OF YOUR PERSONAL COMPUTER OR DEVICE

Only use the remote desktop application for connecting to your work computer.   When you are not at your computer ensure it is locked and only you know the password to the account that you are using for accessing the college network.

USE OF CREDENTIALS

Make sure that any credentials that you use that relate to work are not remembered. Create a separate username and password (not in common with any that you use at work) on the device for you to use.

WORKING ON DOCUMENTS

Do not download documents to your personal computer for working on. Only use your remote desktop.

PRINTING TO YOUR HOME PRINTER

If you need to print to your home printer, please ask your line manager for approval, who will then make a request to the IT department. Please be aware that only home printer connected to the home working computer via usb cable will work via remote desktop; a home network printer will be prevented by the University VPN connection.

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MANAGING PRINTED INFORMATION

< ‰ v Ç ‰ Œ] v š u š Œ] o š Z š] • v } š u ^ the College information] } v } Œ] v handling rules (https://www.new.ox.ac.uk/privacy-policy) away from other members of your household

Find a safe way to dispose of the printed information. If you cannot dispose of it in a confidential manner then store it ready for taking into College for disposal. Printer material must not be placed in curb side recycling containers.

CONFIDENTIALITY

Ensure the confidentiality of meetings whether they be over phone or video conference.   While working from home you may be overheard by neighbours, other family members or even your internet connected devices.

Regulators from both the US and Europe examined the security around SIRI and Alexa type devices. The reports sparked concerns related to the same, proving that SIRI and Alexa violate users' rights, in cases where devices begin recording unintentionally or without the users' knowledge. As a business, we take precautions to prove understanding and compliance with our legal obligations, and strive to adhere to high standards of privacy. Therefore, we ask you to switch off/deactivate SIRI and Alexa services during work times (where these devices are in close proximity to your work area) in order to mitigate any of the above privacy risks.

College email is available through via a browser by visiting www.office.com .   You do not need a VPN to access this portal, where you have access to the full suite of office365 products.

All college related business via email must come from your college email address.   You must not forward your college email to any personal email system.   Further information can be found at:
https://www.new.ox.ac.uk/sites/default/files/2019-12/New%20College%20Data%20Protection%20Policy%20v1.16.1.pdf