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Offsite Computing Policy

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Document Information

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Author:	Information Governance Officer		
Director Responsible	Director of Corporate Governance & Trust Secretary		
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Information Governance Operational Group			
Information Governance Steering Group		February 2025	
Information Governance Steering Group		February 2024	
Information Governance Steering Group		February 2023	
Links or overlaps with other policies:			
<p>We are committed to preventing discrimination, valuing diversity and achieving equality of opportunity. No person (staff, patient or public) will receive less favourable treatment on the grounds of the nine protected characteristics (as governed by the Equality Act 2010): Sexual Orientation; Gender; Age; Gender Reassignment; Pregnancy and Maternity; Disability; Religion or Belief; Race; Marriage and Civil Partnership. In addition to these nine, the Trust will not discriminate on the grounds of domestic circumstances, social-economic status, political affiliation or trade union membership.</p> <p>We are committed to ensuring all services, policies, projects and strategies undergo equality analysis. For more information about equality analysis and Equality Impact Assessments please refer to the Equality and Diversity Policy.</p>			

Amendment History

Issue	Status	Date	Reason for Change	Authorised
0.1	Draft	Sept 2020	New policy	Information Governance Steering Group
2	Final	July 2021	No change	Information Governance Steering Group
2.1	Final	Nov 2021	Removal of duplication	Information Governance Steering Group
2.2	Final	Feb 2023	No change	Information Governance Steering Group
3	Final	Feb 2024	Minor updates	Information Governance Steering Group
4	Final	Jan 2025	No change	Information Governance Steering Group
5	Final (this version)	Feb 2026	Update to assurance routes to reflect new Trust structures	Information Governance Operational Group

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1. Introduction

- 1.1 It is important to have flexibility in working practices to ensure the quality of work is to the highest standard. There may be instances where it is beneficial for staff to work from home or other location to ensure they can complete their tasks without the requirement to attend Trust locations and offices.
- 1.2 The Trust provides flexibility in terms of the devices that staff can use. It has been recognized that the use of a standard PC within an office does not always fit in with the ways in which staff are required to work.
- 1.3 To facilitate remote working the Trust supports the secure Microsoft Always On VPN (AOVPN) remote access solution, which allows staff to access the network remotely as if they were physically located at their desks. An alternative remote access VPN solution is also available, for use cases approved by IT Services, technical details of the solution are available on request through the IT Service Desk.

2. Objectives

- 2.1 The objective of this document is to provide Torbay and South Devon NHS Foundation Trust (the Trust) staff detailed requirements when working Off-site away from the Corporate Data Network.
- 2.2 This document applies to all users of the data network regardless of their employing organisation and should be read in conjunction with the IM&T Information Security Policy and local policies relating to Home Working.

3. Working Abroad

- 3.1 Any staff who would like to undertake paid employment with the Trust overseas, must submit a written request to the Information Governance Department on tsdft.igteam@nhs.net and obtain line manager approval for consideration. This request must include the following information:
 - Details of the Trust devices which will be used abroad (Asset/SDH numbers). If the asset number is not known, please contact the IT Service Desk.
 - Details of the Country(ies) that the employee intends to work abroad from
 - Dates of travel and duration outside the UK
- 3.2 Permission to work abroad will not be possible where:
 - the employee intends to work from a non-EU country or those without a GDPR adequacy status
 - the employee will be accessing clinical systems, or operating as a highly privileged user
 - the employee will be undertaking clinical activities (i.e. remote consultations)
- 3.3 All Trust devices issued to the employee must be treated as personal belongings and the Trust reserves the right to reclaim any loss under the employees personal / travel insurance.

4. Roles and responsibilities

- 4.1 Health Informatics Service is responsible for:
 - The local definition of the network, infrastructure and PC information security requirements and for the supply and configuration of all computing equipment provided to Trust staff

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- 4.2 Each Line Manager is responsible for:
- ensuring that staff are able to work efficiently and effectively at home. In conjunction with the employee, complete the appropriate paperwork and IT Service desk requests.
 - Is responsible for ensuring staff are aware of all Information Governance documentation and Information Security documentation.
 - Ensure that the employee is aware of the support that is available in terms of additional training and troubleshooting from the IT Training Teams and the South Devon Service Desk • Ensure that the employee follows the requirements of this policy.
- 4.3 Every Employee has the responsibility to:
- Ensure they have their line manager's permission to remove an organisation's device from their premises.
 - Ensure that the device is used in accordance with the Trust Information Security Policy
 - Ensure that all Personal Confidential Information is used in a confidential manner and not shared inappropriately.
 - Ensure that the organisation's device is only ever connected to a safe and secure broadband service.
 - When transporting devices between a place of work and off-site location consideration should be given to the security of transporting the items. It is not acceptable to leave any devices unattended within plain sight in your vehicle.
 - Under no circumstances should any Trust property be left in a vehicle overnight. These should be taken into your property overnight and an appropriate level of security should be applied to all Trust devices as you would apply to your own possessions.
 - At all times reduce the risk of opportunistic theft or potential breaches of confidentiality by ensuring devices are secure

5. Incident Reporting

- 5.1 All incidents involving the use of offsite working facilities resulting in any breaches of confidentiality or loss of equipment must be reported as soon as possible on the Trust's Incident Reporting System

6. Support

- 6.1 Any requests for assistance should be logged via the Service Desk.

7. Monitoring and Review

- 7.1 This policy will be reviewed annually by the Head of Information Governance. Monitoring of the effectiveness of this document will be via the review of incidents that are raised through the relevant Incident Reporting process.

8. Distribution

- 8.1 This policy document will be made available to staff via ICON, the Trust Website and signposted in the Staff Bulletin.
- 8.2 Awareness will be raised through Equality Impact Assessment training, all ratifying committees/groups, policies and procedures training and ICON.

9. Key Contacts

Contact	Email	Phone
Data Protection Officer	Tsdft.dpo@nhs.net	07393 799539

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Information Governance Team
Data Access & Disclosure Office
Senior Information Risk Officer
Caldicott Guardian
Freedom of Information Team

tsdft.igteam@nhs.net
tsdft.dataprotection@nhs.net
tsdft.siro@nhs.net
tsdft.caldicottguardian@nhs.net
tsdft.foirequests@nhs.net

01803 654868
01803 654868

10. Appendices

Appendix 1: Rapid Equality Impact Assessment

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Appendix 1
Rapid Equality Impact Assessment (for use when writing policies and procedures)

Policy Title (and number)	Offsite Computing Policy	Version and Date	2
Policy Author	Information Governance Officer		
An equality impact assessment (EIA) is a process designed to ensure that a policy, project or scheme does not discriminate or disadvantage people. EIAs also improve and promote equality. Consider the nature and extent of the impact, not the number of people affected.			
EQUALITY ANALYSIS: How well do people from protected groups fare in relation to the general population? <i>PLEASE NOTE: Any 'Yes' answers may trigger a full EIA and must be referred to the equality leads below</i>			
Is it likely that the policy/procedure could treat people from protected groups less favorably than the general population? (see below)			
Age	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Disability	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Race	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Gender	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Gender Reassignment	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Pregnancy/ Maternity	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Sexual Orientation			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Religion/Belief (non)			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Marriage/ Civil Partnership			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is it likely that the policy/procedure could affect particular 'Inclusion Health' groups less favorably than the general population? (substance misuse; teenage mums; carers ¹ ; travellers ² ; homeless ³ ; convictions; social isolation ⁴ ; refugees)			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please provide details for each protected group where you have indicated 'Yes'.			
VISION AND VALUES: Policies must aim to remove unintentional barriers and promote inclusion			
Is inclusive language ⁵ used throughout?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Are the services outlined in the policy/procedure fully accessible ⁶ ?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does the policy/procedure encourage individualised and person-centered care?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Could there be an adverse impact on an individual's independence or autonomy ⁷ ?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If 'Yes', how will you mitigate this risk to ensure fair and equal access?			
EXTERNAL FACTORS			
Is the policy/procedure a result of national legislation which cannot be modified in any way?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
What is the reason for writing this policy? (Is it a result in a change of legislation/ national research?)			
To facilitate a standardized approach to policy documents across the Trust			
Who was consulted when drafting this policy/procedure? What were the recommendations/suggestions?			
ACTION PLAN: Please list all actions identified to address any impacts			
Action	Person responsible	Completion date	
AUTHORISATION:			
By signing below, I confirm that the named person responsible above is aware of the actions assigned to them			
Name of person completing the form	Information Governance Officer	Signature	
Validated by (line manager)	Data Protection Officer	Signature	

Any issues Please contact Diversity & Inclusion Lead

For Torbay and South Devon NHS Trusts, please email tsdft.diversityandinclusion@nhs.net

¹ Consider any additional needs of carers/ parents/ advocates etc, in addition to the service user

² Travellers may not be registered with a GP - consider how they may access/ be aware of services available to them

³ Consider any provisions for those with no fixed abode, particularly relating to impact on discharge

⁴ Consider how someone will be aware of (or access) a service if socially or geographically isolated

⁵ Language must be relevant and appropriate, for example referring to partners, not husbands or wives

⁶ Consider both physical access to services and how information/ communication is available in an accessible format

⁷ Example: a telephone-based service may discriminate against people who are d/Deaf. Whilst someone may be able to act on their behalf, this does not promote independence or autonomy