



Top 5 Tips for Avoiding a Privacy Breach When Working from Home

- 1** When working at home, paper records must be stored in a locked cabinet or desk drawer when they are not being used.
- 2** Do not share a computer that is used for work purposes with other individuals, such as family members or friends. Computers must be logged off and shut down when not in use.
- 3** Employees must not provide home phone numbers as a contact number for work related business. Family members may inadvertently pick-up a call or listen to a voice mail message that involves personal information they are not authorized to access.
- 4** Employees must refrain from discussing confidential information at home or over the phone where others may be able to hear the conversation. If it is necessary to participate in a confidential conversation, move to a location where other persons cannot overhear your conversation.
- 5** Suspected privacy breaches must be reported immediately to an employee's supervisor immediately, or, in their absence, the appropriate Superintendent or the Coordinator of Information Management/Privacy and Freedom of Information.

A Privacy Breach is the loss of, unauthorized access to, disclosure of, or destruction of, personal information.

*[Niagara Catholic's Privacy Breach Procedure](#)
is followed in the event of a privacy breach.*

[Niagara Catholic's Privacy Policy](#)

*[Niagara Catholic's Administrative Operational Procedures
for Working Outside of the School/Office](#)*