Guidelines for Working Remotely on QAA Documents for Reviewers

As QAA reviewers you will need to be aware of QAA policies with regard to working with data outside central systems and electronic communications. These are available on the Reviewers' Dashboard and on QAA's website

These guidelines provide an overview of these policies, however it is important that you read and understand the detail. All reviewers have a responsibility for the security of Agency information and records, and must comply with the Agency's Data Protection Policy.

Working at home on a review

Regardless of what equipment you have at home, you should be able to access the extranet site, either by hyperlinking directly to the Reviewers' Dashboard or by using Qomputer .

No matter which mechanism you use to access the review site you are within a secure area and so in the event of you losing your computer, all information saved into the Reviewer's dashboard is secure.

If you have checked out a document to your laptop, that may be lost in the event of you losing your computer, but we can revert to the last saved SharePoint copy in your review site.

Paper records

If you are provided with any paper records these must be returned to the agency or destroyed at the close of the project/activity. The return of records, timing and/or methods of destruction must be agreed with the QAA officer associated with your review. The destruction of records must comply with the QAA records retention schedule.

Travel and Remote Working

During your review, there may be times when you will need to work offline, for example when you are travelling, or if you are working in an area with limited connectivity to the Internet. In those instances it is advisable to download documents to your computer.

QAA's policy on working with data outside central systems (page 5, paras 31-38 *Procedure for removing data from central systems for those working for QAA under contract*) requests that users download the minimum amount of data required. This is so, in the event of a loss of equipment, QAA's information risk exposure is limited. It is not anticipated, for example, that you will need to download the entire institutional submission to your computer, but it is anticipated that you will, from time to time, need to download several documents.

Please use your discretion, should you download documents or data to your computer, please upload them, or delete them, as soon as you are able in order to minimise information risk.

If any information is downloaded to a Smartphone, please ensure that you have secured your phone with a pin number.

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Please ensure that all documents are removed from your own computer on completion of the review or when your contract with QAA comes to an end. All locally held records must be destroyed at the close of the project. You should be aware that local copies of records may be insecure and are not backed up.

Using USB sticks to remove data

There may be times when you may consider it necessary to save data and information to a USB stick. In that event you are requested to save it to a QAA encrypted USB stick, and when you have finished with it, that you return it to QAA so that it can be securely destroyed. If it is likely that you will need a USB stick, please could you either email QAA helpdesk or call them on 01452 557123

Sharing documentation

Never use email to share any documentation or hold discussions about a review. The discussion board within your Qmmunity review site should be used for all communication regarding the review and the recording and reporting library for storing/sharing any documentation.

Loss of records

If QAA records in any format are lost, stolen or unauthorised access is suspected for any reason, you are required to inform QAA immediately.

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