

# RECORDS MANAGEMENT GUIDANCE FOR USING AT HOME



## OPT FOR DIGITAL

Create, exchange, maintain and store records digitally where possible, always using UCC IT Services-supported platforms.

## RECORD ALL REMOVALS

All removals of hard copy records must be recorded, e.g. on a shared spreadsheet. Information required includes file or document name, file number (where applicable), date of removal, person removing, and known or anticipated date of return.

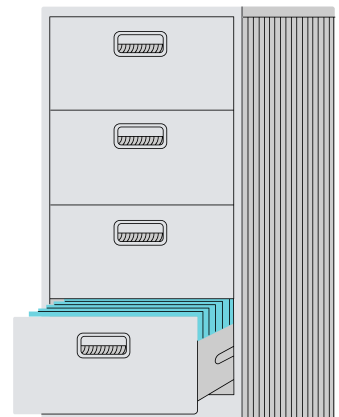


## SECURE FILES IN TRANSIT

Keep files with you at all times. They should be stored safely and not accessible to others. Never leave records unattended while in transit.

## SECURE FILES AT HOME

Ensure files are stored somewhere safe and secure when not in use and are not accessible to others.

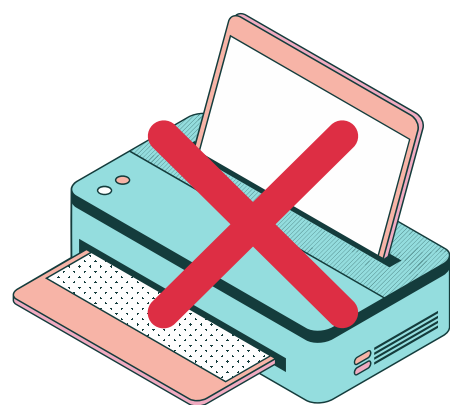


## REVIEW & QUESTION

Review periodically whether records are still required at home. If not in active use, plan to return them to the office, when public health guidance allows.

## AVOID PRINTING

Don't print records unless you really have to. Printed records should be maintained securely and filed, posted, or shredded promptly, as required.



## REPORT LOSS OR SERIOUS DAMAGE

Loss or significant damage should be reported immediately to your line manager or equivalent. If records contain personal data, you must report the loss to the Information Compliance Manager within 24 hours ([gdpr@ucc.ie](mailto:gdpr@ucc.ie)). Thefts should also be reported to the Gardaí.