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Safe and Secure Working Practices for Data Professionals

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Duration: 4–6 hours (plus additional time for exercises)

Learning Overview:

This Learning Pathway is designed to help you adopt safe and secure practices in the workplace, whether in the office or at home. You will acquire a range of knowledge, skills, tips and tools to be effective amongst both your peers and those who manage you. It is aimed at employees at all levels of business. Some of the modules contain useful materials, such as eBooks, that you can download and keep for reference.

From knowing how to set up your workstation correctly through to creating a homeworking environment that works for you, this specially curated learning journey will set you up to stay safe, well and secure in any work environment.

Learning Outcomes:

By the end of this course, you will be able to:

1. Set up your workstation and use mobile devices safely at work.
2. Create a homeworking environment that works for you.
3. Know the importance of handling personal data correctly and the implications of not doing so.
4. Adopt safe working practices in the office.

Pre-requisites:

This learning pathway is aimed at data professionals new to the corporate world or looking to brush up on their knowledge and skills to remain safe and secure at work.

You should already have:

- Previous experience in a business environment, if possible (although this is not essential)
- Experience of working with others in other settings such as education, clubs, societies or volunteering.
- A desire to learn aimed at increasing your personal safety and security in the workplace.

Learning Modules:

Display Screen Equipment (DSE)

Learning Objective: Set up your workstation and use mobile devices safely.

- Set up your workstation and working position to avoid risk of injury.
- Avoid aches, pains and fatigue when working with DSE.
- Adopt a good posture and maintain neutral wrist and arm position.
- Set up and work safely with laptop computers.
- Use mobile technology safely.
- Know how to 'hot desk' safely.
- Undertake a DSE assessment when working from home.

Remote Working

Learning Objectives: Create a homeworking environment that works for you.

- Define remote working.
- Describe the benefits of remote working.
- Explain how to manage the disadvantages of remote working.
- Create a remote working environment that works for you.
- Manage your work/life balance.
- Optimise your working day.
- Develop strong working relations with others.
- Evaluate the pros and cons of technology/communication methods.
- Share remote working hints and tips with your colleagues.

Data Protection Laws and Regulations

Learning Objective: Know the importance of handling personal data correctly and the implications of not doing so.

- Explain key terms such as sensitive and personal data as well as subject, data controller and more.
- Describe the purpose of the General Data Protection Regulation (GDPR).
- Understand the types of personal and/or sensitive data you will handle in the course of your work.
- Describe the principles of the GDPR in short form e.g. specified and lawful purposes.
- Adopt principles and guidelines for best practice when it comes to managing personal data at work.
- Know when to ask for clarification.
- Understand the consequences of not complying with the GDPR.

Health and Safety in the Office

Learning Objective: Adopt safe working practices in the office.

- Identify common hazards associated with office work.
- Undertake rapid risk assessments for low-risk environments.
- Explain employer and employee responsibilities for health and safety.
- Describe the kind of health issues that can result from working in an office.
- Explain how to remain mentally and physically healthy at work.