

Home-based and Overseas Working Declaration

Document Control			
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01/05/24		Annual Review	V2
16/06/25		Annual Review	V3

This Declaration is to be completed by Intech Centre (Centre) employees, or other individuals who access Centre systems or data, who work or intend to work from home, from any other domestic location or from outside the United Kingdom, whether on a permanent or interim basis.

Note that employees who wish to process any DWP information may not do so from outside the U.K. and employees who wish to process other commissioners' information or employee/volunteer etc. personal data may not do so from outside the European Economic Area.

Please note also that the processes for overseas working (detailed in the Remote and Mobile Working Procedures (inc. Overseas)) must be followed fully and accurately. Due to the possibility of a breach of the Centre's statutory and/or contractual obligations, failure to follow these processes may result in summary suspension of a user's account.

PROCESS

- The employee must attach this completed Declaration in an email to his/her line manager.
- The line manager will check that the employee has fully completed the Declaration. If the employee has not, the line manager will email the employee about this.
- Once confirmation has been received, the line manager will liaise with the prime contractor, if required, for approval. Any documentation, declaration or confirmation must be secured safely in the project folder.

EMPLOYEE'S DECLARATION [complete one or both of the following]

1. I,, confirm that I am /will be working from a domestic location and that I have read and will comply with the Remote and Mobile Working Procedures. I will report as a security breach / weakness any failure on my part to observe these Procedures or any other information security breach or incident. I will forward this Declaration by email to my line manager, (line manager's full name)
2. I,, confirm that I am /will be working from overseas and that I have read and will comply with the Remote and Mobile Working Procedures. I will report as a security breach / weakness any failure on my part to observe these Procedures or any other information security breach or incident. I will forward this Declaration by email to my line manager,

I shall be working from the following country/countries [please list]:

.....

SIGNATURE:

LINE MANAGER'S DECLARATION

I confirm that I am 's (insert employee's name) line manager and that the employee named above is/will be working from a domestic and/or overseas location, either full- or part-time. I will discharge the line manager's responsibilities, as detailed in the Remote and Mobile Working Procedures. I will report as a security breach / weakness any failure on the part of the employee to observe these Procedures. I will ensure that this declaration is secured safely. I confirm that I have seen evidence of compliance from the employee.

SIGNATURE: