**Request to take Trust equipment abroad – to meet essential business requirements**

Birmingham Children’s Trust acknowledges that we have increasingly flexible and hybrid options available to us in terms of when and where we work. It may now be possible for us to complete certain aspects of our work entirely remotely from another country under exceptional and/or extenuating circumstances, short-term.

However, the Trust does not seek to encourage working from another country. This should only be a temporary and necessary or unavoidable measure to ensure that business contingencies can be maintained, and only for a short-term period.

Short-term is defined as a period between 2-4 weeks (authorisation will not generally be given for longer than this time. Working from abroad for any longer than this may not be approved due to UK taxation/right to work laws and could become problematic in relation to the Trust’s Public Liability Insurance).

The Trust also has an undertaking with the Information Commissioner’s Office (ICO) *not* to transfer personal data outside of the EEA. Member countries of the European Economic Area (EEA) are:

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey.

Please use this [link](https://adequate.country/) to check on the data protection adequacy of the country if not listed above (the likelihood of approval for a country without a statement of adequacy is much less likely).

Approval is required from the ICT team for any Trust-issued device to be taken abroad. You should not take your Trust-issued devices outside of the UK unless it is essential.

If you are intending to travel please complete this form in order to register your devices, agree to comply with the Trust’s guidance around this, and for a risk assessment to be undertaken in regard to any work you may wish to do abroad. Please ensure both you and your manager sign the declaration, and that your Head of Service already agrees.

**Please note:** Submitting a form does not mean that your request to work abroad is guaranteed to be approved. A risk assessment will be completed on the information you provide, and this will also be balanced against current data protection and security legislation, safeguarding, and business need.

**Request to Work from Abroad – Form**

If it is essential for you to work abroad, please complete the form and declaration below and ask your line manager/Trust manager with responsibility to submit this to [dpo@birminghamchildrenstrust.co.uk](mailto:dpo@birminghamchildrenstrust.co.uk)

You will then receive a response to let you know if this has been approved or not.

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| **Employee’s Name** |  | |
| **Employee’s Job role/title** |  | |
| **Line manager’s name** |  | |
| **Line manager’s job title** |  | |
| **Head of Service’s name** |  | |
| **Have you received Head of Service approval?** | Yes: |  |
| No: |  |
| **Is the intended destination/s in the EEA?**  (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, or Turkey. - We have an undertaking with the Information Commissioners Office not to transfer personal data outside of the EEA) | Yes: | If ‘Yes’ – please specify which country/countries: |
| No: |  |
| If ‘No’ – please specify which country/countries: |
| **What are your dates of travel?**  (Requests to work abroad for longer than 2-4 weeks will not be approved. If your travel plans are significantly delayed/altered, you must inform your line manager and ICT). | Depart: | Click or tap to enter a date. |
| Return: | Click or tap to enter a date. |
| **Do you intend to take your work laptop abroad?** | Yes: | If ‘Yes’ please provide the asset tag/computer name: |
| No: |  |
| **Do you intend to take your work phone abroad?** | Yes: | If ‘Yes’ please provide the asset tag/device name: |
| No: |  |

**Employee Declaration:**

(To be completed by employee – please tick the box to confirm)

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| It is essential for me to work abroad |  |
| I will not be working abroad for longer than 2-4 weeks. If my travel plans are significantly delayed/altered, I will inform my line manager and ICT as soon as possible. |  |
| I am not travelling to any country or territory where there is [Home Office guidance](https://www.gov.uk/foreign-travel-advice) against travelling. |  |
| I agree that any Trust devices I take abroad will be covered by my own travel insurance, or I am willing to take accountability for reimbursing the cost of any lost/damaged device. |  |
| I agree that I will not take any paperwork/paper case files abroad. |  |
| I agree to adhere to any local laws in the location/s I am travelling to regarding internet access and use of VPN or encrypted devices, as well as eligibility to work in that location. |  |
| I agree to only use my genuine Lenovo laptop charger or Samsung mobile charger along with an appropriate voltage converter or adaptor to fit the electrical outlets in the destination country. |  |
| I agree to take steps keep my Trust-issued devices safe while in transit, and at my destination. |  |
| I agree that I will keep my Trust-issued devices securely stored when not in use during all parts of my journey/stay. |  |
| I agree that I will ensure Netmotion is turned on while I am working abroad to ensure the security of Trust data. |  |
| If using a mobile phone, I will request a Roaming package from the ICT team at least a week prior to departure, and be aware of roaming charges. I understand that if my device shows excessive usage then the Trust may take steps to suspend my number from active use until return to the UK. |  |
| If a loss/theft occurs while abroad, I agree to notify the Trust within 24 hours of the incident either by contacting my line manager or the ICT team. |  |

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| Employee Name: |  |
| Date: | Click or tap to enter a date. |

**Manager Declaration:**

(To be completed by line manager/Trust manager with responsibility – please tick box to confirm)

I have read this form, I accept that it is essential for this employee to work abroad, the Head of Service is aware, and I approve of my employee making this request:

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| Manager Name: |  |
| Date: | Click or tap to enter a date. |