



**Your employee
happiness**

**Our Smart Working
checklist**

A useful checklist to prepare your
business for Smart Working

The future is exciting.

Ready?

On data protection

Handling personal and sensitive data is crucial for any business process. Read the following section to get up to speed with Smart Working.



Updating contracts, company handbooks and policies

Smart Working can make business processes go much smoother, but it might also have an effect on various tasks. Go through the following list, or read more about company handbooks at [Small Firms Association](#).



This checklist has been developed in partnership with SFA & Abodoo (info@sfa.ie and info@abodoo.com).

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Suggested checklist

Business sensitive data is just as safe and secure to access remotely as it is in the office.

Accessing personal and sensitive data remotely is kept confidential and secure.

Business data is kept secure when employees access it on the company's devices or on their own.

Employees have participated in a _____ to know how to protect personal data while working remotely.

Employees can access the latest updates of the company's _____

There is a straightforward policy dealing with Smart Working requests.

The company handbook and safety statement is updated with Smart Working options.

The contract of employment is updated or a new one is issued according to the Smart Working request.

A review date is set for Smart Working options.

To find out more about Smart Working and read the full policy document, go to <https://www.sfa.ie/>

