jrhsupport

COMPANY SOFTWARE USAGE POLICY

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Introduction

JRH Support uses a rostering computer software programme called People Planner (PP). PP is a very versatile programme, and is used throughout the Company to record and store data about staff and service users.

JRH Support also use another software programme called Mobizio which records and stores data about staff and service users.

Data Protection

JRH Support is fully committed to compliance with the requirements of the Data Protection Act 1998, which came into force on the 1st March 2000. The company will therefore follow procedures that aim to ensure that all employees of the company who have access to any personal data held by or on behalf of the company are fully aware of and abide by their duties and responsibilities under the Act.

All staff that access PP and Mobizio have their own individual login details, and must comply with the Company Data Protection Policy. Staff should only access information directly relating to their specific work, and should not attempt to view other information such as personal details about staff and service users.

Access and Security

All staff that access PP and Mobizio and have their own individual login details must keep these secure and not give them to anyone else.

After a period of inactivity, PP will log itself out. If staff ever leave the device they are accessing PP or Mobizio with, they must actively log out to ensure no one else can access data.

Uploading Documentation

All document uploads must be checked to ensure the correct document has been uploaded.

Paul Battershall
General Manager