Hi

**Carbon Footprint Survey - employee commute**

We have been asked to complete a survey on 'Climate Control and Emissions'  by our client, Virgin. A section of this looks at how our employees travelled to work during a set period in 2019.   We will shortly be sending out a survey monkey to each of you, the results of which will be used anonymously to  give the firm's total Carbon Footprint in relation to commuting.  This will relate to your pre-lockdown commute.

Please complete the survey by Friday 11th September and if you have any questions, please speak to Karen.

**Health and Safety Reminders**

Whilst we are continuing to work from home, it is important that you continue to work safely and alert your line manager if you have any concerns/difficulties.  Here is a quick reminder about key actions you should take whilst working from home:

* If you haven’t done so already, complete a DSE risk assessment and work with the office services team to resolve any issues/support to reduce any risks identified
* Complete a new DSE risk assessment if your desk set up arrangements change and send that to [office.services@aathornton.com](mailto:office.services@aathornton.com)
* Take reasonable care of equipment of the firm that is supplied for home working
* Switch off/unplug equipment when it is not in use (e.g. at the end of the day/overnight and weekends/holidays etc)
* Ensure that members of your family do not access/use equipment supplied by the firm
* Report any broken or defective IT equipment supplied by the firm to IT Support
* Report any damaged, lost or stolen equipment, including documentation or data belonging to the firm to your line manager
* Report any work related accident or incident to Office Services, and to your line manager

**GDPR Reminders**

Here are some important reminders about data protection relevant to ongoing working from home.  If you have any concerns or questions, please speak to your line manager in the first instance:

* It is your responsibility to ensure all confidential papers containing personal/confidential data are locked away
* Ensure that the firm’s equipment and systems is not accessed by anyone else
* Report any data breaches in the usual way by emailing [dataprotection@aathornton.com](mailto:dataprotection@aathornton.com)
* Advise any external contacts who would like to see the Privacy Policy to email [aat@aathornton.com](mailto:aat@aathornton.com), or do this on their behalf
* Please ensure that you take steps to keep data secure e.g. sending confidential documents password protected if sent externally, and remember not to store any work-related information on personal computer drives (where you are working from your own computer).
* Remember to seek consent from prospective/target clients, before sending marketing communications

Please refer to the latest Temporary Policy Update, in HR General, Business Continuity, and the Occasional Home Working Policy and Data Protection Policy, in HR General, Employee Handbook, for further information.

Have a good weekend.

**Contacts**

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| Please note the change in our address to 15 Old Bailey, EC4M 7EF. COVID-19 - At AA Thornton we are able to continue to provide an uninterrupted, high-quality service to our clients. Please click [here](http://www.aathornton.com/covid-19/) for our latest update. | | |

