

Guide to Working / Travelling Overseas

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Llywodraeth Cymru
Welsh Government

Guide to Working / Travelling Overseas

The greatest risks when travelling and working overseas are theft, loss, overlooking and eavesdropping. In addition, there can be tax, visa, and health & safety implications when working overseas.

Approval must be obtained for working overseas whether for work or personal reasons. **If you are travelling overseas for work, follow the process set out section 1 below.**

If you are travelling overseas for **personal reasons**, authorisation will only be granted in **exceptional** (i.e. unforeseen and unplanned) circumstances e.g. supporting a family emergency. Note: examples such as spending time in a holiday home, visiting relatives, foreign nationality, study leave or combining annual leave with work time are not considered to be exceptional circumstances. Any approval will only be valid for a maximum of 4 weeks from the date of travel. Follow the process set out in section 2 below.

Section 3 includes important information about taking ICT equipment overseas, should approval be granted.

1.0 Travelling for Work:

Approval to take hard copy documents and/or ICT equipment overseas will only be granted where there is a legitimate business need that has been agreed by your Deputy Director. To seek approval, email the [Security Policy](#) mailbox with the following information:

1. The country you are visiting and any stop over countries.
 2. The exact dates of travel, including to stop over countries.
 3. The purpose of your visit e.g. attending a conference, accompanying Ministers overseas.
 4. What ICT equipment / hard copy information you want to take e.g. mobile phone, laptop.
 5. The reason why you want to take the information / ICT equipment overseas.
 6. The location you will be working from e.g. private residence, hotel, café.
 7. A copy of approval from your Deputy Director.
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2.0 Travelling for personal reasons:

Due to the potential security, tax, visa, and other complexities surrounding remote working overseas, we are only able to consider requests on an **exceptional** personal basis i.e. unforeseen and unplanned circumstances.

Note: spending time in a holiday home, visiting relatives, foreign nationality, accompanying family to sporting events, study leave or combining annual leave with work time are not considered to be exceptional circumstances.

Where exceptional cases are considered, this will be limited to up to 4 weeks from the date of travel.

To obtain approval you must have authorisation from:

- your Director;
- the Chief Security Officer (via the Security Policy mailbox).

Annex 1 must be completed and sent to the [Departmental Security Unit](#) mailbox to obtain Chief Security Officer authorisation for the travel.

3.0 Using ICT Equipment Overseas

If approval is granted to take your ICT equipment overseas, you must:

- i. Check that your work phone is updated to the latest iOS and also ensure your laptop has the latest security patches/updates installed **before** travel. The IT Service Desk can help advise if necessary, on 03000 255555;
- ii. If travelling for **business** reasons, enable international roaming by completing the relevant form on [MyIT](#) if taking a mobile phone, or other data-enabled device overseas for the *first time for business reasons* (see instructions below);

Note: if you are travelling for **personal reasons**, the cost of any data charge is a personal cost and will not be met by Welsh Government;

- iii. Alert the IT Service Desk as soon as possible on 03000 255555 or 0800 2606720 if your device is lost or stolen;
- iv. Report all instances of loss/theft to the local police so that a crime/incident number can be obtained;
- v. Carry all IT equipment in your hand luggage unless for security reasons this is not permissible;
- vi. Inform the [Departmental Security Unit](#) if you have had to divulge your password¹ as a condition of entry to your destination country. You must also change the password as soon as it is safe to do so;

¹ Whilst divulging your password would normally be a breach of Welsh Government Security Policy, you must always obey the instructions of local customs and immigration officials regarding your ICT equipment.

- vii. Contact the [Departmental Security Unit](#) if IT equipment has been out of your care **before** you power on equipment (either directly or remotely) to the corporate network;
 - viii. Be aware that Global Protect on your laptop may not work from the country that you are visiting and you may not have access to certain business applications (e.g. iShare, MyIT, Pobl). If this is the case, **do not** contact IT Services asking them to be enabled. Consider how you will access files in such instances before you travel e.g. consider the temporary use of OneDrive or Objective Connect to access documents.
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International Roaming

If you are travelling for **business reasons** and are unsure whether your device is already set up for international roaming, contact your network provider, who will also be able to offer advice on the kind of service you can expect while you are abroad.

If you have permission to take your mobile equipment overseas for **business reasons** and you turn on data roaming, you could generate a **significant bill**. Speak to IT Services before you travel so that they can advise you of data limits and costs.

Note: putting in a request for international roaming is **not** a request for authorisation to take IT equipment abroad. International roaming will not be actioned until the [Departmental Security Unit](#) have authorised your travel plans.

Useful Links

[Security Policy](#)

[MyIT \(international roaming requests\)](#)

[British Foreign, Commonwealth & Development Office \(FCDO\)](#)

Annex 1 - Form: Request to work overseas for personal reasons

Applicants must arrange completion of parts A-D of this form and then submit to the Departmental Security Unit via the [Security Policy](#) mailbox.

Please note that if your stay is unexpectedly extended, authorisation can only be for 4 weeks (maximum) from the date of travel.

[Click here to access a Microsoft Word version of the form.](#)

Part A: Applicant Details

Name:	
Group and Division:	
Country name. Start and end dates of travel: Please be clear what dates you would like to work overseas. <i>For example, you may be planning to work for the entire period whilst overseas or for only part of your overseas stay.</i>	
Stopover county and the start and end dates of the stopover. Are you seeking permission to work in the stopover country? Do you have any visits planned to any neighbouring countries whilst overseas? If yes, are you seeking permission to work from the countr(ies)?	
Location for remote working overseas 1. Work location <i>e.g. private residence, hotel, café.</i>	

<p>2. Provide the address and specify whether you are staying with friends/family, rented accommodation, hotel or similar.</p>	
<p>Reason for travel and why this should be considered an exceptional circumstance</p> <p><i>Note: spending time in a holiday home, visiting relatives, foreign nationality, study leave or combining annual leave with work time are not considered to be exceptional circumstances</i></p>	
<p>What hard copy information or Welsh Government IT equipment do you want to take abroad e.g. laptop, phone etc</p>	
<p>How will you store the information / equipment securely?</p>	

Part B: Line Manager Authorisation:

<p>Line Manager Name:</p>	
<p>Can the work be undertaken by anyone else?</p>	
<p>Reason why the time can't be taken as annual, flexi or unpaid leave?</p>	
<p>How will time be accounted for (e.g. annual leave, unpaid leave, flexi) if:</p> <ul style="list-style-type: none"> - equipment develops a fault that cannot be fixed remotely? - some internal applications (those that rely on Global Protect e.g. iShare) do not work overseas? <p><i>Note: internal applications are not guaranteed to work from overseas even if they previously worked without a problem.</i></p> <ul style="list-style-type: none"> - the stay is unexpectedly extended by more than 4 weeks e.g. due to travel difficulties? <p><i>Note: authorisation to work overseas will not be given for longer than 4 weeks, irrespective of the reason for any delay</i></p>	
<p>Aspects of the job role which you agree can be conducted whilst working remotely overseas.</p>	
<p>Aspects of the job role which you agree cannot be conducted whilst working remotely overseas e.g. access to some internal applications are not guaranteed to work from any overseas country.</p>	
<p>Proposed actions to manage overseas working:</p>	

<ul style="list-style-type: none"> • Details of any adjustments to working hours agreed e.g. to accommodate different time zones. • Details of keeping in touch arrangements agreed and how reporting lines will operate. • Details of any workplace adjustments which will be implemented whilst working from the overseas location • Details of how the employees work will be supervised while overseas 	
Dates of set review points and circumstances in which the arrangement may be terminated early	
Line managers approval:	Attach email

Part C: Director Authorisation:

Director Name:	
Director approval:	Attach email

Part D: Agreement to Work Overseas between Applicant and Welsh Government:

	Type your initials to indicate your agreement to each statement
I understand that it is my responsibility when working overseas to ensure I have a safe place to work and that I am responsible for complying with Health and Safety legislation and the Display Screen Equipment regulations.	
I understand I am liable for any additional income taxes or employee social security contributions relating from the period of working remotely abroad (see Annex 2 for further information).	
I understand I am responsible for making any personal tax declarations, or similar, relating to my time working remotely abroad (see Annex 2 for further information).	
I understand that it is my responsibility to arrange my own insurance and that Welsh Government insurance does not cover me whilst I am overseas.	
<p>If I experience technical difficulties with my ICT equipment that cannot be fixed remotely or Global Protect does not work, then I will account for my time overseas using (please tick all that apply):</p> <ul style="list-style-type: none"> <input type="radio"/> Annual Leave <input type="radio"/> Flexi Leave <input type="radio"/> Unpaid Leave 	
I understand that if my application is approved that I may only work for the dates and from the location specified above.	
I will undertake any additional data security measures that apply while working abroad.	
I understand that any intellectual property created will be owned by the Welsh Government as the employer, irrespective of the location while I am working.	
I understand that my employment contract will remain subject to the laws of England and Wales (or Scotland or Northern Ireland, as appropriate) and that the relevant UK courts will retain jurisdiction.	
I understand that I am working remotely overseas at my own risk and that the Welsh Government will not be liable for any losses that I suffer as a result.	

	Type your initials to indicate your agreement to each statement
I understand that immigration issues may arise as a result of working overseas and that the Welsh Government will not be liable for any consequences.	
I understand that working overseas may affect my pension contributions / pensions relief.	
I understand that Welsh Government is not liable for any expenses that I may incur from working overseas.	

Confirmation from Applicant:

Signed:	
Date:	

Part E: Chief Security Officer Authorisation:

Authorising officer:	
Date:	
Caveats:	

Annex 2 - Additional Reference Information

Visas, work permits and working while travelling as a tourist

In general, British nationals travelling abroad to work remotely will be doing so as tourists. Some civil servants may have dual nationality and be subject to different rules.

Depending on the country being visited, you could be breaking the law by working overseas if you are travelling as a tourist. It is your responsibility to ensure that any work that you propose is legal.

Social security and tax

Employees working overseas can become liable for income tax in the country where they are working, depending on the rules of that country and any Double Tax Treaty between the UK and that country. There is generally no standardised approach, as each country has its own legislation, which can be subject to change, and this means that even short visits carry some risk.

If you propose to work overseas for personal reasons, it is your responsibility to obtain independent professional advice that your proposed arrangements are fully compliant with taxation and social security regulations.

Health and safety

Health and safety legislation varies between countries. Whilst overseas it is your responsibility to ensure that you have a safe place to work and you are responsible for complying with UK Health and Safety legislation and the UK Display Screen Equipment regulations. Welsh Government is not liable for any costs that you may incur as a result of working overseas.
