

Checklist: How to Stay Secure While Working Remotely



FOR BUSINESSES

- Keep security policy points and procedures clear and concise
- Consider how you can enable remote technical support functions
- Ensure your support team is trained and briefed to offer reassurance and understanding when a security issue arises
- Always communicate the implementation of new tools or software, including guidelines on how to use them
- Keep security policy points and procedures clear and concise
- Consider how you can enable remote technical support functions

FOR EMPLOYEES

- Use company-approved cloud or VPN services instead of emailing sensitive information to your personal email accounts
- Don't download new software or tools without consulting your IT team
- Keep your software and operating systems up-to-date
- Always lock your laptop and keep all of your devices password-protected
- Avoid public Wi-Fi and don't rely on personal hotspots
- If you make a mistake that could compromise security, notify your IT team ASAP
- Report near-misses, too! This feedback raises awareness and makes everyone safer.