



Working from home securely

Use our tips to make sure Privacy and Data Protection isn't a challenge when working from home.

- **Be aware of your surroundings**
Sharing your working space with other family members? Try to have conversations where they won't be overheard and position your screen where it is less likely to be seen.
- **Lock your screen**
Small hands and paws can hit that send button before you're ready. Be sure to lock your screen when not in use.
- **Use strong passwords**
Whether it's for your laptop, Notes or another system, make sure your passwords are hard to guess.
- **Use the technology provided**
Try not to use your own devices. Use Zoom, IM or email. If you really must make a call but do not have a work phone withhold your caller ID.
- **Communication**
Use the communication facilities provided. If you have to share personal data via email be sure to password protect the document, never share the password via email.
- **Phishing emails**
It's harder to ask your colleagues about dodgy emails when working remotely. If you are suspicious let your line manager, Information Security or Data Privacy know.
- **Printed documents**
If you can't dispose of documents securely store them until you can dispose of them in the confidential waste bins in the office.
- **Report lost or stolen devices**
Company laptops and phones contain large amounts of personal data. If yours is lost or stolen notify IT immediately.
- **Keep software up to date**
It can be easy to leave your laptop on but make sure you turn it off every night to allow any updates to process, it will also help create a better work life balance!
- **Follow policies and guidance**
Avoid the urge to do things in a way that you think is easier or more convenient – follow established procedures.