

How to work from home securely

Here are our top ten tips to stay cyber safe.

Working from home has become a necessity for some people to help limit the spread of the COVID-19 coronavirus. But before you head out of your company premises, you need to know how to protect company information and yourself from the risks you face when working remotely.

Security at home

Our home is often the place we feel most secure, but this can blind us to potential threats.

When you are working from home, you are responsible for keeping company information and devices safe, just as you would on company premises.

There are some issues to consider and solutions to adopt.



Issue: Information being compromised in transit or intercepted by cybercriminals

Solutions:

- ✓ **1.** Only use your company's usual, approved methods for communicating and sharing files. Do not use personal email accounts to send or receive company information.
- ✓ **2.** Change the default password of your router and ensure your home network is **encrypted with at least WPA2** – if you're unsure, check your instruction manual.

Issue: Data loss

Solutions:

- ✓ **3.** Keep documents and devices safe - securely lock them away when not in use.
- ✓ **4.** Store any documents securely before bringing them back onto the premises. You can then dispose of them using a shredder or secure waste bin.
- ✓ **5.** Shut down your laptop or company mobile phone when you have finished using them. This helps keep information safe if the devices are lost or stolen.

Issue: Increase in phishing attacks

Solution:

- ✓ **6.** Do not open emails from unknown sources, download attachments or click on links if you are not sure they are genuine.

Issue: Handling confidential information

Solutions:

- ✓ **7.** Consider using a privacy screen for your laptop and make phone or video calls from a private room.
- ✓ **8.** Lock your computer screen whenever you move away from it.

To lock your screen:

Windows



Apple Mac



- ✓ **9.** If you make a video conference call, be aware of your surroundings and what people will be able to see in the background.

Issue: Information or a device has been lost, stolen or accessed by an unauthorised person.

Solution:

- ✓ **10.** Immediately report it using your company's usual procedures.

For more details about information and cybersecurity, visit our website: www.thesecuritycompany.com

You can also [download any of our free eBooks](#) on topics including passwords, phishing, the Internet of Things and GDPR.

