



Security when working remotely

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Why Security is Important While Working Remotely

Why Be Secure

- ★ Working Remote Presents Many Risks
 - ★ You are responsible for your own security
 - ★ Public places can have criminals and competitors
 - ★ Lack of preparation can make you an easy target
- ★ Good preparation can limit the risks!



Risks of Working Remotely

- ★ A lack of security can result in significant losses
 - ★ Theft of property and valuables
 - ★ Loss of confidential information
- ★ Simple techniques can make you secure
 - ★ Personal security to protect yourself
 - ★ Protection of your valuables and information



How to Be Secure While Working Remotely

Prepare Your Computer

- ★ Check that you have prepared your computer to work securely while you are remote
 - ★ Ensure you have a physical computer lock
 - ★ Ensure your operating system is patched, and all security tools and anti-virus are enabled and up-to-date
 - ★ Only take the information that you absolutely need
 - ★ Encrypt the data on your computer
 - ★ Perform a computer data backup before you leave the office



★ Communicate frequently

- ★ Communicate your plans and itinerary with office associates and family members
- ★ Inform them of any changes or status
- ★ Observe and read any notices from your company or other news sources regarding risks in your area



Physical Surroundings

- ★ Be aware of your physical surroundings
 - ★ Make sure doors to locked areas close behind you
 - ★ Lock your room or office when you step away
 - ★ Do not leave valuables, your computer or important documents unattended in public places, in hotel rooms, or in your car.
 - ★ Be aware of people or activities occurring around you



Protect Information

★ Protect your confidential information

- ★ Do not work on confidential information in public places
- ★ Keep information you are not using locked away and out of sight from others around you
- ★ Do not use public computers for viewing any confidential or personal information
- ★ Do not let others use your computer



Handling Problems

- ★ What to do if your computer is stolen
 - ★ Notify your company immediately
 - ★ Request your IT support to change your network password to help secure access to corporate servers.
 - ★ Report the theft to local authorities (police, etc.)
 - ★ If confidential data was on the computer, contact the appropriate person at your company so they can take appropriate action.



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