AssuredPartners

CYBER

WORKING FROM HOME CYBER TIPS

Tips for keeping data and equipment safe while working from home:

- Lock your computer when you are away, even for just moments. This will help avoid helping hands (children) from sending unwanted emails, deleting files, clicking on links by accident.

- Lock up physical documents when you are away from your workspace. Whether you have a locking office or a lockable file-cabinet, keep physical data safe, too.

- Avoid letting others use your computer. If you are using a personal device for work, have a secure profile which others who share this device cannot access.

- Active Listening Devices: They are listening and can be activated. Turn them off or put them in another room. Do not have sensitive conversations around active listening devices.

- Use Privacy Screens when needed if you have others in the room with you while you are working.

- Roommates / spouses – information they overhear is not for sharing. In extreme cases, an NDA is recommended.

- Initiate a Password Manager and avoid writing down your passwords. Use 2FA on your password manager (at least).

- Avoid spills and damage to computer equipment from pets and children by not eating and drinking at your defined workspace.