CYBER HEALTH SAFETY CHECKLIST Remote Working Edition

1 Company Policies and Procedures

Refer to all relevant policies your organisation has related to cybersecurity and remote working. For example a Virtual Private Network (VPN) and Multi-Factor Authentication (MFA) may have already been set up by your IT department. Ask them about how to secure your home router as well. If you are in a smaller organisation, or even a sole trader, don't worry, as you can set up your own VPN, MFA and secure your home router to enjoy that level of protection too.

2 Your Desk

- □ Secure work-related items.
- □ Keep your devices away from open windows.
- □ Lock your device if you leave it even for a short break to protect it from prying eyes and pawing pets.
- □ Personally Identifiable Information (PII) does not belong on your desk.

3 Email & Messaging

- □ Pay careful attention to emails and look out for the red flags. If in doubt, don't click or reply.
- □ Report all suspicious emails to IT.
- □ Be aware of SMS phishing (smishing) and Voice phishing (vishing).
- □ Pay careful attention to social media links, as they can also be malicious.

4 Environment

- □ Check your surroundings for video calls – what's behind you? Do a test just to make sure.
- □ Keep work-related paperwork and information secure.
- □ Confidential conversations are private, so turn off Alexa and Google Home, etc.
- □ Have a cover for your whiteboard or move it if needed.

5 Apps & Devices

- □ Ensure you are using company-approved or licensed software and make sure it is up to date.
- □ Refrain from sharing work devices.
- □ Make sure your devices are access protected using a password or PIN.

6 Information & Data

- □ Only use company-supported storage for data such as OneDrive or an internal shared drive.
- □ Refrain from using USBs or external hard drives unless they are secure.
- □ Use caution when sharing information on social media.

7 Passphrases

- □ Use unique passphrases (passwords) and never reuse them.
- □ Don't share your passwords.
- □ Use a password management tool to help you manage all of your passwords.

These 7 items are guidelines only. If you have an IT department, please refer to them for assistance. You can also find more great info on our website.

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