

# Taking Security Home: Working Remotely

Whether you work from home, or are being mandated to work from home due to extenuating circumstances (such as natural disasters, widespread illnesses, or other unpredictable scenarios), make security a priority with the following guidelines.

## Organizational Policies Still Apply

Working away from the office does not exempt anyone from following our policies, which were designed to prevent data breaches and to maintain the privacy of our employees, customers, clients, and business associates. Circumventing policy in *any* way undermines those efforts. If you need more information, please reach out to your manager to ensure you have all the resources you need to securely work from home.

## Stay Committed to General Security Awareness

Working from home makes you no less of a target for cybercriminals. Here's a quick refresher of general security etiquette you should take home with you:

- *Use strong, unique passwords for every account.*
- *Update software, and enable automatic updates where available.*
- *Think before you click.*
- *Remain skeptical of all requests for sensitive information.*
- *Shred or destroy sensitive documents before discarding.*

## Separate Work and Personal Data

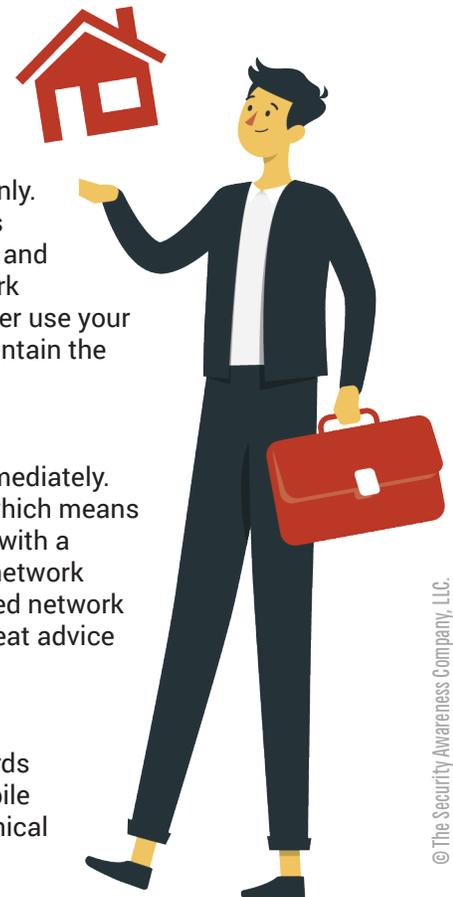
Use organization-issued computers and mobile devices for work purposes only. If you don't have an organization-issued device, be sure to check our policies about using personal devices to access our organization's data or networks, and consider creating separate user accounts, which will allow you to isolate work accounts from personal accounts by setting up specific logins for each. Never use your work email for personal reasons or vice versa. This segregation helps *us* maintain the confidentiality of the data we collect and helps *you* maintain your privacy.

## Secure Your Home Network

If you haven't already, update the username and password of your router immediately. Most routers ship with default login credentials that are public knowledge, which means anyone within range could log in and change settings. Protect your network with a strong, unique password. Obviously, never use the same password for your network and your router. If you need help with general router maintenance or advanced network security options, there are plenty of "how-to" guides on the web that offer great advice in easy-to-understand language.

## Don't Forget About Physical Security

The comfort of your own home is no reason to allow a relaxed attitude towards physical security. Simple acts like keeping doors locked and not leaving mobile devices unattended in plain sight (such as in a vehicle) are simple, non-technical ways to improve security.



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Working from home will continue to grow in popularity as more and more organizations embrace remote culture. So, we also need to embrace remote security to maintain the privacy of our employees, customers, clients, and business partners. If you have any questions, please ask!