

Security when working remotely



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This presentation discusses the importance of security when working remotely and highlights simple techniques that users can employ to protect themselves while they are working remotely.

The presentation is divided in to two sections:

- Why security is important while working remotely
- How to be secure while working remotely





How to Use This Presentation

This presentation has been created by ENISA to raise awareness about crucial and important issues regarding working remotely. It does so by providing easy to understand information that focuses employees' attention on information security and allows them to recognise and respond accordingly to threats while working remotely.

This presentation may be used by individuals, or presented in a classroom setting by instructors who are involved in their organisation's security awareness efforts.

In conjunction with this presentation, ENISA's has developed a reference guide for this training which provides additional notes and external references for trainers and presenters to utilize while performing security awareness training using this material.



Why Security is Important While Working Remotely



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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 *

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How to Be Secure While Working Remotely



Prepare Yourself

- Prepare yourself and your materials for any remote work
 - ★ Only take documents that you absolutely need
 - ★ Travel with as few valuables as possible.
 - Lock away any other confidential documents, identification, payment cards, or other personal information you don't need.





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

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Communicate

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



Protect Your Computer

Protect and secure any device that is valuable or contains confidential information

- ★ Use a physical cable lock to secure your computer
- * Never leave your computer, mobile phone, storage devices, or documents unattended

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- Ensure your computer has a screen-saver enabled
- ★ Install a privacy screen on the computer display

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* Only use company approved secure network connections



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.



Security is Important

Security while working remotely is important

- Preparation is important so you can protect
 - Yourself
 - Your valuables
 - Your information
- ★ Be aware of how to be safe and secure

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