



WORKING FROM HOME

**SUCCESSFULLY
WORKING FROM
HOME IS A SKILL.
IT TAKES TIME AND
COMMITMENT**
- ALEX TURNBULL
CEO GROOVE

**“Focus on being
productive instead of
busy.”**

- Tim Ferris

Working from home is not a trivial matter. It may be liberating and desirable and sometimes unavoidable. But it also comes with its own challenges and responsibilities.

Please make sure that you check your employer’s policy on “Working from Home”.

For a more detailed and comprehensive guide see articles section of our website.

LAPTOP – IMPORTANT CONSIDERATIONS:

- ❖ If possible, it is best to separate work and personal computing – use different laptops.
- ❖ It is preferable not to connect to work infrastructure via home Wi-Fi even if using a VPN. It is best to use an employer provided smart phone and a secure remote login via employer infrastructure.

- ❖ Software updates are important to your digital safety and cyber security. Make sure you have the latest versions of all work apps and all software patches installed.
- ❖ It is best to use end point security or Anti-Virus and Multifactor Authentication.
- ❖ Ensure you have sufficient bandwidth in terms of connectivity for performance reasons.

AT HOME:

If you connect to work via home Wi-Fi, most people will have multiple devices attached including:

- ❖ Children going to school/university remotely using their own laptops.
- ❖ Partner or spouse working remotely.

CYBER SECURITY KEY TOPIC



AT HOME YOU ARE RESPONSIBLE FOR CYBER SECURITY AND PROTECTING YOUR EMPLOYER'S NETWORKS AND SYSTEMS. PLEASE SEE EMPLOYER'S POLICY ON WORKING FROM HOME.

- ❖ Entertainment and gaming devices such as tablet computers, smart phones, Smart TVs and gaming boxes.

All devices connected to the home network must be secured and maintained on a regular basis to prevent one device from infecting all others. It is essential to make sure that vulnerabilities are not introduced into the work environment from home.

KEY SAFETY ASPECTS

- ❖ Use strong passwords and store passwords securely.
- ❖ Be careful about the use of social media. Don't post details that will enable someone else to guess your password.
- ❖ Think about how confidential information, data, and documents are used, printed, and stored whilst at home.

- ❖ Use secure browser sessions only (HTTPS protocol). Never access insecure HTTP websites.
- ❖ Never use public Wi-Fi networks.

ADDITIONAL DEVICES

- ❖ Your mobile/smart phone knows a lot about you. Only use official stores to buy apps.
- ❖ Don't lose or misplace your smart phone.
- ❖ Beware of your mobile being stolen. Treat it the same way you would money or a credit card.
- ❖ Never install anything you are unsure of.
- ❖ Lock your phone. Setup remote wipe. Back it up and use Anti-Virus.
- ❖ Smart speakers – secure them with passwords. Enable PIN. Don't connect to work systems/devices. Clean-up history on a regular basis.