



REMOTE WORKING: SECURITY TIPS WORKING FROM HOME

- Make yourself familiar with your corporate guidelines for working from home;
- Ensure that you have antivirus software on your home computer and that you regularly check it to ensure it's fully up-to-date;
- Ensure that you have a supported (that is not end of life) operating system (Microsoft Windows or MacOS) on your home computer and that it is regularly updating itself with all the latest security and bugfix updates and you check this regularly;
- Do not use unencrypted (i.e. with no password to join) WiFi networks;
- Do not write down any details such as logins/passwords or anything confidential when working from home;
- Watch out for work-from-home scams, be on the lookout for phishing attempts, especially by email and in particular referencing the corona virus. In case of doubt regarding the legitimacy of an email or website, contact the NGIT Service Desk;
- Do not print anything to your home printer unless your corporate policy allows this, if so follow your corporate guidelines and always be mindful of confidentiality;
- Do not transfer any data files from your remote corporate system to your home computer;
- We recommend you turn off any smart speakers such as Amazon Echo if they are in the same room where you are working;
- Try to use headphones and a microphone for any conference calls to prevent others listening in to your conversations and if possible, keep doors closed;
- Only use company approved communication/collaboration tools (e.g. Microsoft Teams, Citrix WebEx, GoToMeeting etc), if unsure check with your corporate policy;
- Ensure your home computer is password protected and that you lock your computer screen when you are temporarily away from your computer;
- Do not let anyone else use your home computer whilst you are using it for work;
- Always ensure that you fully log out of any remote computer session and close any open browser windows on your computer once you have finished working.

VERY IMPORTANT: If you notice anything unusual or encounter any technical difficulties working from home, please do not hesitate to contact us.

STAY VIGILANT



NGIT Helpdesk Tel: 01481 750751 / service@ngit.co.uk
Helpdesk Hours: 8:30am to 17:30pm Monday to Friday

Gold
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