Checklist for a remote worker

Security Training:
Be an active participant in regular security training sessions. Understand security aspects related to remote work and stay informed about new threats.

Physical Security:
Create a calm and secure work environment at home.
Secure sensitive documents in a lockable cabinet and keep your workspace private.

Passwords:
Use strong passwords and change them regularly. Do not share your passwords with anyone, and keep them secure from other family members.

Email:
Exercise caution with suspicious emails. Always verify the authenticity of a message, especially if personal information is requested.

Workspace:
Lock your computer whenever you leave your workspace.
Keep your home environment tidy and protect confidential information.

Backup:
Ensure that important files are stored securely, and regularly backup data.
Use company-provided cloud services if available.

Remote Work:
Always use a strong password and enable multi-factor authentication for remote connections. Use secure remote work tools provided by the company.

Mobile Devices:
Protect your phone with a passcode and ensure your device is always updated and secure. Avoid unnecessary apps and download only from official app stores.

Malware Infection:
If you suspect a security issue, stay calm.
Disconnect and contact your security officer or supervisor.