Mobile and teleworking cyber- and data security audit form

Intended for self-assessment of employees' cyber and information security.

Remote workstation	Your answer	Your own notes about your situation	How you can reduce your risk.
Can you lock the door to your remote working space?	☐Yes ☐ No ☐ Sometimes		Lock your workspace whenever possible. Discuss with your employer whether they would be interested in paying for an electric lock, for example.
Does your remote working space have a lockable locker or cupboard?	☐ Yes ☐ No ☐ Sometimes		Lock your equipment and documents in a cupboard whenever you leave the premises (during lunch, at the end of the working day). Discuss with your employer whether they are interested in paying for a lockable cupboard in the room.
Are there other people (non-work colleagues) in your workspace when you are working?	☐ Yes ☐ No ☐ Sometimes		Can you turn the screen to not to be visible to others? Get a privacy film for the screen if this is not possible.
Do other people hear what you say during your working day, even if they are in a different room?	☐Yes ☐ No ☐ Sometimes		Close the door. Use headphones. Lower your voice. If it is a confidential matter, go to a place where no one can hear the conversation or ask outsiders to leave.
Do other people have access to your workstation e.g. during a meal break or after you are not present?	☐ Yes ☐ No ☐ Sometimes		Lock the device every time you get up from your workstation. Use a password long enough and unique enough. Keep your documents out of the reach of outsiders. "The empty desk principle."
Can your screen be seen through a window from the street?	☐ Yes ☐ No ☐ Sometimes		Protect your data. Use curtains or reflective film on the window if necessary.

In public places	Your answer	Your own notes about your situation	
Do you make business calls in the presence of other people?	☐ Yes ☐ No ☐ Sometimes		Never use a loudspeaker. Your conversation partner's voice will not be heard if you use headphones. Go to a private space. This tip also applies to public transport and cafés.
Do you use a computer in a public place?	☐ Yes ☐ No ☐ Sometimes		Get a privacy screen protector for your screen. If this is not possible, do not handle confidential information where others can see your screen.
Do you connect to public or free networks with your devices, for example in cafés and airports?	☐ Yes ☐ No ☐ Sometimes		Avoid connecting to the public network. Share the network from your phone instead. If you absolutely have to use the public network, remember to use a VPN.
Working methods			
Do all work devices have a password or pin code?	☐ Yes ☐ No ☐ Sometimes		Install the passwords without delay.
Do you leave your work phone unattended to charge?	☐ Yes ☐ No ☐ Sometimes		If confidential messages may appear on the mobile screen during charging, you should consider where do you leave you mobile.
Do you lock your computer every time you get up from your desk?	☐ Yes ☐ No ☐ Sometimes		Set your computer to auto-lock (e.g. 5 minutes). Remember to lock the screen when you leave the room.
When you connect your computer to the data projector, do you make sure that your password is not visible to others?	☐ Yes ☐ No ☐ Sometimes		Unplug the projector when you enter a password.

Do you know…	Your answer	Your own notes about your situation	
who you can ask for advice if you're worried about cybersecurity issues?	☐ Yes ☐ No ☐ I am not sure		Ask for guidance.
what to do if you suspect you have received a scam email or phone call?	☐ Yes ☐ No ☐ I am not sure		Ask your empoyer about the datasecurity policy.
what to do if you notice that your computer starts doing strange things without your asking?	☐ Yes ☐ No ☐ I am not sure		You have about 40 seconds to act, after which your entire company network may be down. In the case of a desktop computer, unplug the network and power cable as quickly as you can. In the case of a laptop, put it in airplane mode (find out right away where the function is on your own computer) and press the power button down for 15 seconds. DO NOT RESTART.