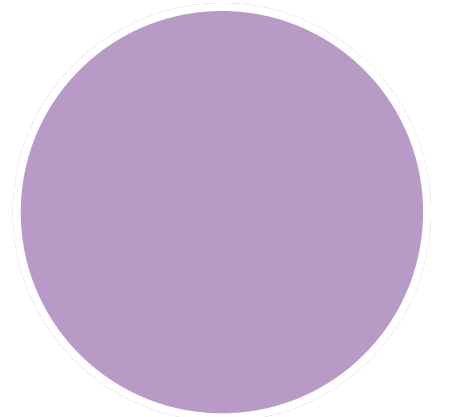


Cybersecurity measures for remote work recruitment



In a job interview

- Find out how a person generally relates to cybersecurity.
- Example questions for the recruiter:
 - How did you consider cybersecurity at your previous workplace?
 - How important do you think cybersecurity is?
 - Is cybersecurity important to you or do you prefer to leave it to the IT department?
 - What password practices do you have?
 - Do you know someone who has been the victim of a cybersecurity breach, and how do you feel about it?
 - Do you know someone who knows the person you are considering recruiting?
- Check references



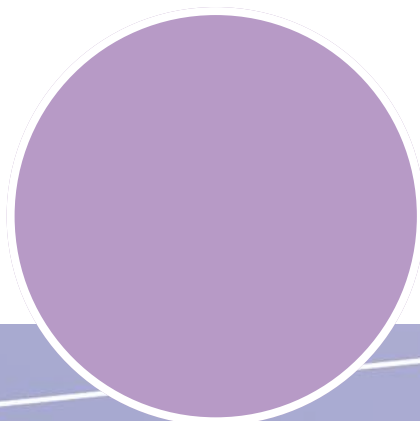
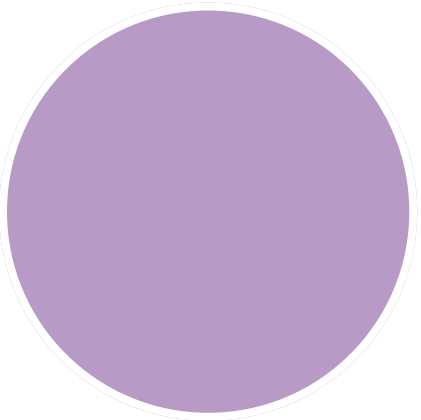
Worth considering in the social and health care sector



- Staff in the social and health care sector are interested in caring for people, not IT systems.
- However, if one out of two applicants says that data protection is important, this should be taken into account in the recruitment decision.



For certain work tasks



Once the person has been recruited

- Ensure that people working remotely receive regular training.
- The desire to learn is an important quality in all work, and in remote work it is really important to be curious and want to get to know things.
- It is important that everyone stays up to date on cybersecurity issues (not just the IT department).



How can the employer support and engage their employees?

- Attend a data security training together.
- The employer should maintain motivation and engage the work community to minimize staff turnover (risk of information leakage).
- Provide clear instructions to employees on how to take care of cyber hygiene.
- Ensure that data security instructions are visible in the workplace (for example, a board on the wall).
- Provide instructions on who to contact if an employee suspects they have been the victim of a cybersecurity incident.
- Develop an action plan to support employees in the event of harassment on social media.
- Develop guidelines for mobile work:
 - how to act with customers
 - on summer holiday trips, abroad, on trains, buses, airports



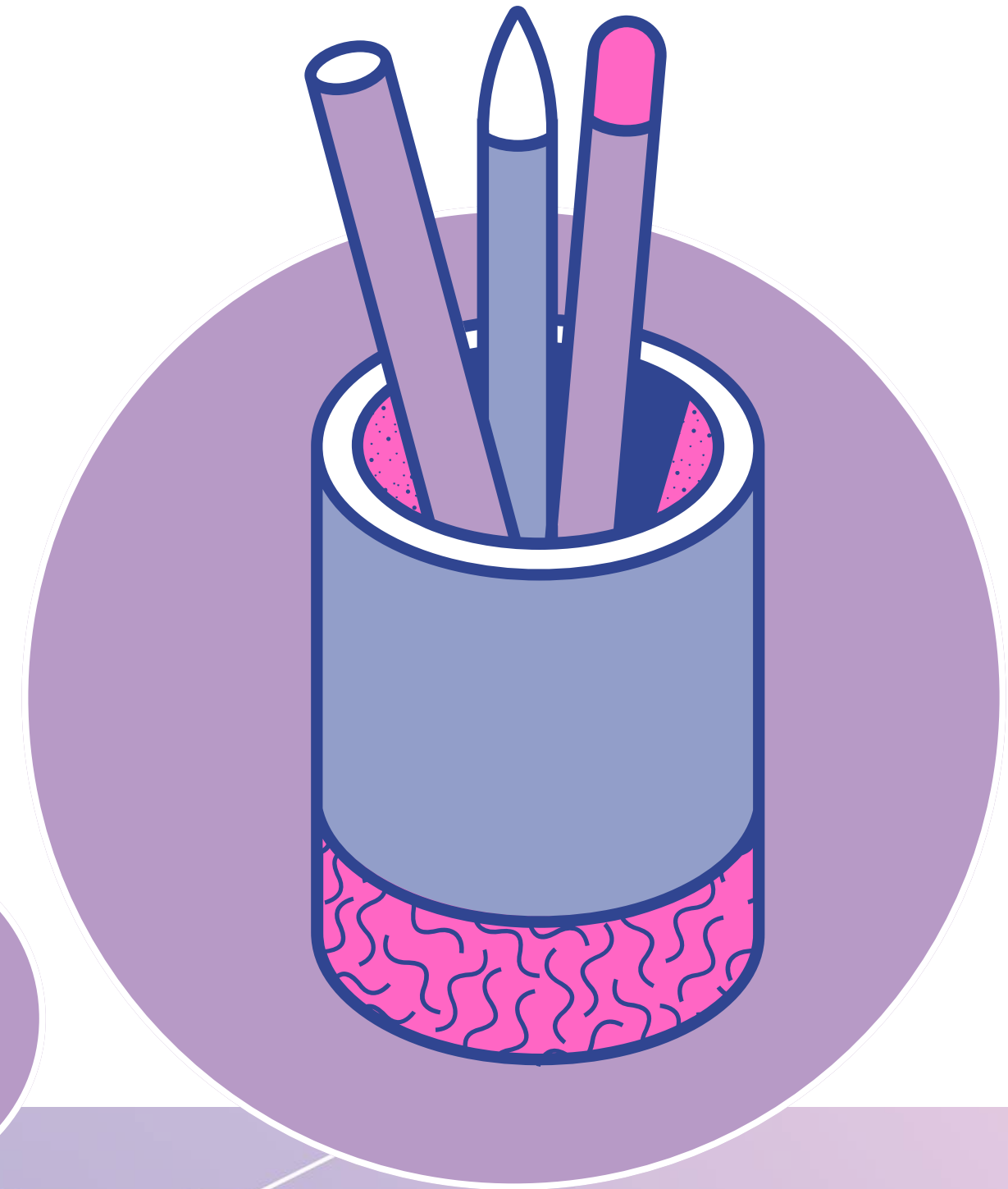
Cybersecurity review of your home office

- How do you handle confidential documents?
- Who hears your calls?
- Do you do things other than work-related matters on the work computer?
- Is the VPN turned on?



After employment

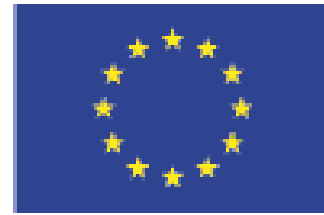
- The employee promises on a signed form that the employer's company information or customer information is not available on the home computer, in the cloud or on paper.
- Ensure that the former employee does not have user credentials, permissions or access to the organization's systems.



Also familiarize yourself with these:

- Form for review of “Mobile and teleworking cyber- and data security audit form”
- “Employee Declaration at the End of Employment”

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In cooperation with Centria University of Applied Sciences and South-Eastern Finland University of Applied Sciences.



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