Working Remotely Safeguards

Enable Security Features

Activate firewalls, anti-virus, and wireless encryption, and password protect all personal and business devices and systems

Connect via VPN

Whenever possible, use a VPN when accessing business-sensitive data and systems

Use Secure Sharing Channels

Avoid taking sensitive files outside the office, or if you must, use a secure server or other IT-approved channel

Maintain Separation

Don't allow children, family or friends to use business devices for personal activities

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