# Remote working

Maintaining secure workspaces - whether in office, at home, or on the go - is essential for protecting organisational assets, data, and reputation in today's digital world.

Security isn't about being paranoid - it's about being streetsmart in an evolving digital age. As workplaces move to hybrid models, security practices must adapt accordingly. Everyone shares responsibility for creating safer collaborative spaces regardless of work location.

# Five key things to take away:



#### Keep work devices professional

Don't share with family or friends to prevent exposure to threats and protect confidential data



#### Clear desk policy at home

Maintain tidy a work environment and don't leave confidential files visible



# Secure your Wi-Fi

Use strong passwords of 14+ characters for your home router and use a VPN if available



# Stay vigilant

Protect confidential data from prying eyes and lock your devices when you move away from them



# **Report issues immediately**

Quick reporting is essential for minimising damage, whether breach occurs at home, on-the-go, or in office

