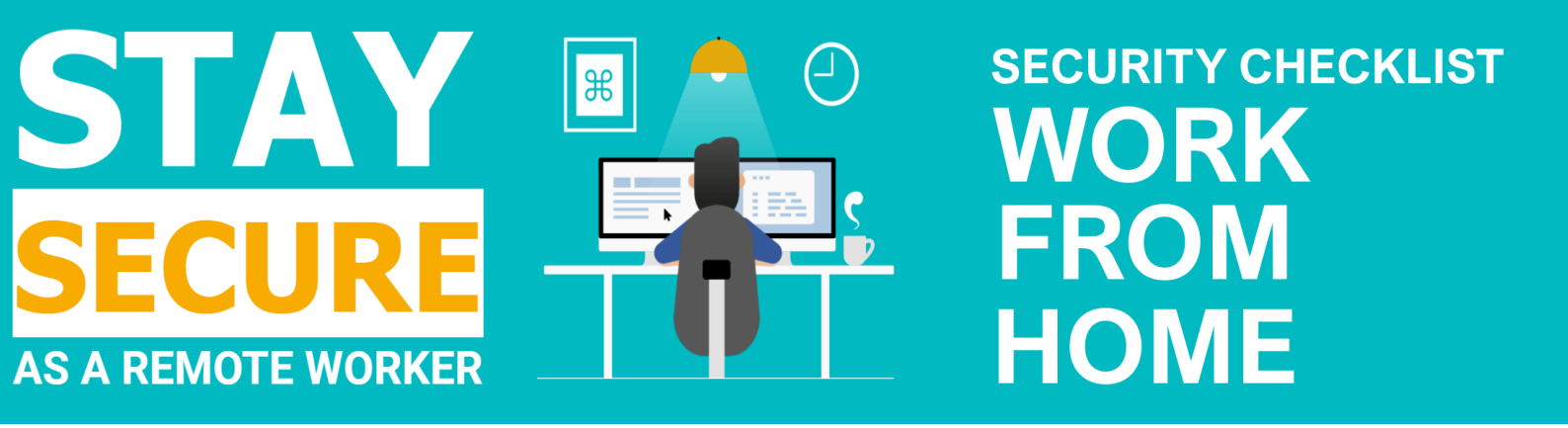
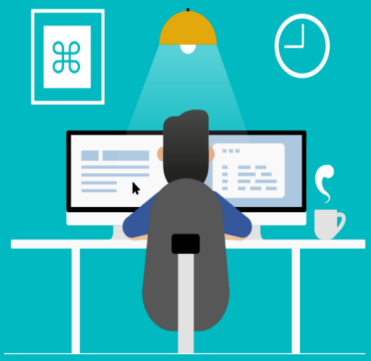


REMOTE WORK SECURITY CHECKLIST

There are many benefits to working remotely, including less time spent commuting, less office distractions, and lower possibility of catching a serious infection. That said, when you work remotely, whether from home or a location across the globe, YOU are the sole responsible party for ensuring the security of your person, your devices, and any information you carry. Please go the following checklist to ensure you are ready for working remotely.

Nr	Question	Status
1.	Is your local Firewall enabled?	☐
2.	Is your Antivirus active and updated?	☐
3.	Are all security related tools activated (e.g. Windows Defender)?	☐
4.	Did you update your operating system?	☐
5.	Did you update all apps you work with (e.g. Chrome Browser, Adobe reader etc.)?	☐
6.	Do you know all your company policies (BYOD, Remote Work, Internet usage etc)?	☐
7.	Have you created a separate user account for work related tasks?	☐
8.	Did you ensure that your work account has no administrative privileges?	☐
9.	Do you have encryption software in use to protect folders with sensitive company data?	☐
10.	Did you make sure that your PC locks automatically after 5 minutes?	☐
11.	Did you change your password and ensured that you selected a new, strong password?	☐
12.	Do you store your passwords at a secure location (e.g. password manager)?	☐
13.	Did you secure your mobile device (enable remote wipe, find my device, deleted unused apps etc.)?	☐
14.	Did you ensure that your WI-FI router uses strong encryption and access is only granted to people you trust?	☐

STAY SECURE AS A REMOTE WORKER



SECURITY CHECKLIST WORK FROM HOME

Nr	Question	Status
15.	Does your WI-FI router uses a custom, secure password for the administration interface?	☐
16.	Do you have a backup device or cloud service where you can securely store data?	☐
17.	Did you ensure that email communication is encrypted (using S/mime certificate, using secure SMTP communication etc.)?	☐
18.	Did you ensure that your PC is not used by anyone else (including family members)?	☐
19.	Are you able to create a separate WLAN network on your router that segregates work from private traffic?	☐
20.	If you cannot work over a secure (encrypted) connection: do you have a VPN software in place?	☐