

# WORKING REMOTELY SAFEGUARDS

## **ENABLE SECURITY FEATURES:**

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

## **CONNECT VIA VPN:**

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

## **MAINTAIN SEPARATION:**

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

