



CYBERSECURITY CHECKLIST FOR REMOTE WORK



AS YOU WORK FROM HOME, REMEMBER GOOD CYBERSECURITY HYGIENE KEEPS YOU AND YOUR ORGANIZATION SAFE! FOLLOW THESE BEST PRACTICES:

- ✓ **Know your organization's remote work policies** and follow them.
- ✓ **Watch out for phishing emails and phone scams.** Know the most common indicators and the latest evolving threats.
- ✓ **Define your physical workspace and communicate boundaries.**
- ✓ **Do not share company computers or mobile devices with family members or roommates.**
- ✓ **Set a strong password or PIN** for all devices.
- ✓ **Use multifactor authentication (MFA)** whenever possible.
- ✓ **Do not re-use passwords** for multiple accounts.
- ✓ **Use a password manager if one is available to you.** If you are using a password manager, make sure to use MFA to protect your account.
- ✓ **Keep your work and personal accounts separate** whenever possible. Do not copy sensitive work data to your personal device unless you have received authorization from a manager.
- ✓ **Do not upload sensitive data** to the cloud or send in personal email without authorization in writing from a manager.
- ✓ **Maintain a clean desk.** Putting sensitive information out of sight helps to protect it from accidentally being viewed.
- ✓ **Use a privacy screen for your computer** to help prevent unauthorized access.
- ✓ **Lock your screen whenever you step away,** particularly if you live with others.
- ✓ **Set an automated screen lock on all devices** so that if you get up from your desk, it locks the screen after a few minutes.
- ✓ **Do not write down passwords.**
- ✓ **Use antivirus software** and keep it up-to-date.
- ✓ **Follow your organization's secure disposal policies.** Do not dispose of sensitive data in normal trash.
- ✓ **Keep track of what company devices** you have and have returned.
- ✓ **Immediately report anything suspicious,** including unauthorized access or suspicious activity, to an appropriate contact at your organization.
- ✓ **Secure your home wireless network.** Set a strong unique password and use WPA2.

PHONE

973.227.5020

ADDRESS

26 Eastmans Road
Parsippany, NJ 07054



SEE THE IND DIFFERENCE

INDCORP.COM