

HR data security at home

10 tips you can take to ensure data security and remedy any points of weakness whilst working remotely.



Passwords

The longer the password, the stronger it will be. Use a mix of uppercase, lowercase, numbers and symbols.



Password manager

Consider using a password manager like LastPass. This way you won't have to write down or share passwords.



Phishing

Don't click on any links or open attachments from unknown senders and even if it's from a known sender, use caution!



Update your PC

Regular updates to your PC and phone will ensure that any points of weakness are addressed and your devices are secure.



Lock it away

Lock away your device whenever it's not in use or when you're away. Never leave your device in your car either.



Security software

Don't uninstall security software and if available, only connect to company files using a VPN.



Sensitive data

Be mindful about leaving sensitive data on your desk. Who else could see it? Could it become lost? What are the consequences of lost data?



File data

File all your data securely and shred anything if necessary to destroy copies that could be a data leak.



Backups

Back up data, especially with the rise in ransomware - make sure you do this in accordance with company policy.



Use 2FA

Use Multi-Factor Authentication (2FA/MFA), if possible. This adds an additional layer of security to your online accounts.

