CyberSmart

DOES YOUR REMOTE STAFF TICK ALL THE BOXES?

Share this checklist with your staff to ensure you are protecting yourselves and your business when working remotely:

ANTI-VIRUS INSTALLED

Antivirus is a necessity for all your devices- desktop and mobile. Without an antivirus, you are putting your business at risk of not only viruses but also malware.

TURN ON YOUR FIREWALL

Ensure all your devices have a firewall enabled. It creates a buffer zone between your network and the internet, a highly valuable preventive measure for cyber attacks.

OPERATING SYSTEMS UP TO DATE

Make sure your operating system (on all your devices) and all applications are updated, at all times. Updates are free after all.

TWO-FACTOR AUTHENTICATION

Add an extra layer of security to your accounts beyond passwords. Most platforms have 2FA available.

VPN

Ensure everyone uses a VPN (virtual private network) or a secure home network with strong end-to-end encryption.

BYOD SECURITY

Is your staff using their own laptop or mobile device while at home? Make sure they follow all of the steps above.

BE WARY OF STRANGE EMAILS

Serious businesses will never display your email address in the subject line. Check the name of the sender and their email before opening to see if it looks legitimate. Always evaluate links before you click.

MULTIPLE COMMUNICATION CHANNELS

Don't just use one channel to communicate with your team. Use one for real time (i.e. Slack) and others for syncing up (i.e. Whatsapp).

INCIDENT MANAGEMENT PROTOCOL

Should something go wrong, ensure your staff know who to contact and what steps to take to manage the situation.

REMOTE WORK COMPANY POLICY

We have made a free customisable policy available to anyone. Head over to our Small business resilience hub to download.

IT'S IMPORTANT TO REMEMBER THAT REMOTE WORKING COMES WITH ITS OWN RISKS. THEY MAY NOT SEND YOU TO HOSPITAL, BUT A DATA BREACH DUE TO POOR CYBER HYGIENE COULD DO SERIOUS DAMAGE TO THE HEALTH OF A BUSINESS.

Have questions about protection? Please contact our team. We are here to use our in-house expertise to aid and advise, free of charge.

CYBERSMART.CO.UK
HELLO@CYBERSMART.CO.UK