

# Reduce the risks of remote working.

A better work-life balance, increased productivity and time and money savings are just a few of the reasons why more and more businesses are embracing the working from home revolution. But with this shift in working ways comes an increased risk of a security breach.

Get peace of mind, protection and a more productive workforce with these simple steps.

## 1. Prepare guidelines

Have a clear set of guidelines for remote working as well as the secure destruction of confidential information that is produced whilst working off-site.

## 2. Train your employees

Train employees on the best practices in secure information management and destruction. Ensure all employees understand what constitutes confidential information and the consequences to the business if a data breach were to occur.

## 3. Limit access to confidential data

Check that employees have the right access to the right files on a need-to-know basis.

## 4. Secure digital devices

Ensure that all files, laptops and internet connections are password-protected with a secure password and activated security settings and firewalls.

## 5. Secure remote working

Encourage employees who regularly work from home to consider putting in place a lockable storage box to keep important and confidential documents safe.

## 6. Secure paper documents

Ensure that employees who work off-site return any paper documents to the office, either for secure storage or secure destruction.

## 7. Implement a Shred-it All Policy

To ensure that all documents or confidential information are securely destroyed implement a shred-it all policy to help prevent the risk of a data breach.