

5 Strategies for Dealing with Skeleton Staff



The winter holidays can be a particularly vulnerable time in the workplace. Employees may be distracted by the fun of the holiday season, and there's often just a skeleton staff as many workers take time off.

Take Steps to Help Prevent a Breach with These Strategies:

- 1 | Establish a Clean Desk Policy.**
Employees should lock down all computers and equipment and leave their area secured and clear of documents.
- 2 | Implement a Fraud Hotline.**
Organizations with hotlines are more likely to detect fraud by tip. Ensure staff have a channel to report incidents or suspicions.¹
- 3 | Create a Culture of Security with a Comprehensive Information Security Policy.**
Larger organizations should have a security committee headed by a Chief Information Security Officer. Smaller organizations should find a trusted third-party data security partner that can help establish comprehensive digital and physical data protection policies.
- 4 | Educate Staff on the Latest Cyber Scams.**
Top holiday scams are published by various companies including phony shipping notifications, deceptive advertising with dangerous links, and charities that don't exist.
- 5 | Restrict Access.**
When taking time off—and taking work with them—employees should remove only the confidential information they need to do their jobs.
- 6 | Develop an Incident Response Plan.**
Companies must be ready with a written plan for IT (Information Technology) professionals and staff, which details specific actions that will mitigate the effects of a data security issue.

There is a **30 PERCENT INCREASE** in the average number of ransomware attacks **OVER THE HOLIDAY PERIOD** compared to the monthly average.²

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