10 POINT SECURITY RISK CHECKLIST

REMOTE WORKER EDITION

Here are 10 common remote workplace vulnerabilities that put your data a risk.

1. **Unauthorized Access to Data on Your Home Device**
Encrypting data on devices helps prevent unauthorized access to data by making it difficult to decipher and protects against lost or stolen devices. □

2. **Unpatched Software**
Update operating system and application software with the latest versions to eliminate vulnerabilities used by cybercriminals. □

3. **Automatic Logins**
Unattended devices enabled for automatic logins are easy targets to prying eyes – disable so unattended devices require a password, PIN or biometric alternative to turn them on or resume from sleep. □

4. **Easy to Guess PIN or Password**
Don't use one password for all logins, or lazy ones like 123456 – use one that looks random to anyone but you or consider using a password manager to ensure that each destination login uses a unique, difficult password. □

5. **Identity Theft, Fraud, Data Loss**
Enable two-factor authentication that requires a password and one-time codes generated by authenticator apps to verify your identity and prevent access to sensitive data. □

6. **Lost or Stolen Devices**
Enable "Find my Device" and remote wipe all data on your mobile devices if lost or stolen. □

7. **Discarded Devices**
It's important to wipe hard drive data and reset devices to factory settings when giving, selling or throwing them out. □

8. **Public or Untrusted Networks**
Use a VPN to establish a secure and encrypted connection to your company's network to keep your data safe from being intercepted. □

9. **Unsecure Document Destruction**
Confidential paper documents need to be shredded or disposed securely to prevent a breach. □

10. **Avoid Suspicious Emails or Websites**
Knowing that the cyber threat landscape is real, practice good judgement when clicking on links in emails or visiting suspicious websites. □

68%

of business leaders feel their cybersecurity risks are increasing with **remote workers.**

- Office Tech Insider