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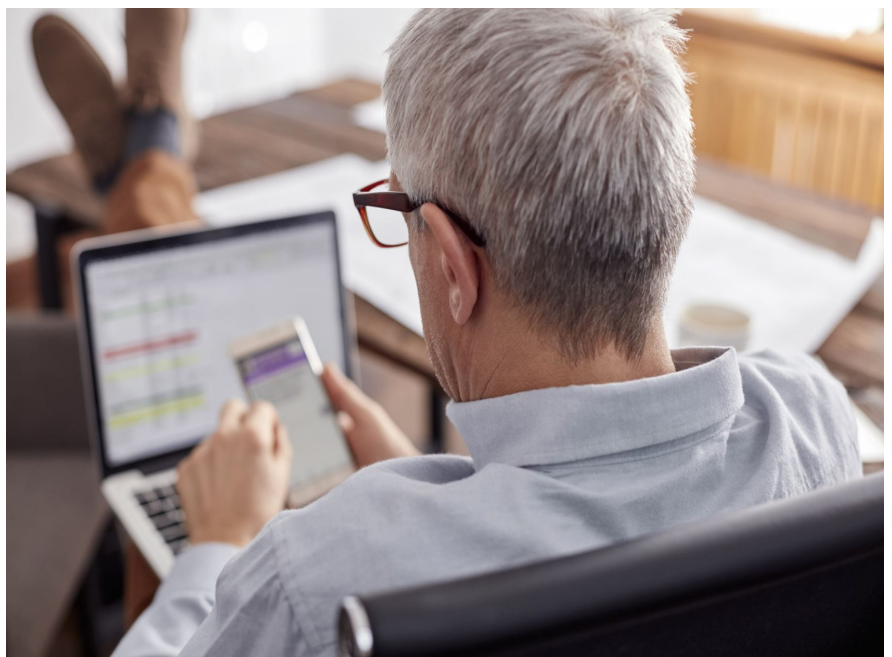
Protecting data when working from home

Overview

Did you know?

⇒ In April 2020, 46.6% of people in employment did some work at home

⇒ Of those who did some work from home, 86.0% did so as a result of the COVID-19 pandemic

⇒ More than half of people living in London (57.2%) did some work at home

We're living a time when homeworking has become a way of life. With many juggling home schooling as well as holding down our jobs, are you thinking of how to keep that data safe that you are processing while not in the office?

Top Tips for working from home

We've pulled together some top tips for you to think about when working from home. Hopefully your company has already considered this, changed policies, given you instruction etc., but if not the below might help you.

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Protecting data when working from home

Key Points

Policies, procedures & guidance

Follow your organisation's policies, procedures and guidance. Make sure you know where these are and that you understand them? Avoid doing things in a way that you think is more convenient like sending emails through your personal account.

Approved Technology

Only use approved technology for handling personal data – Make sure you don't act outside of what your company has put in place to share and process personal data. You might think it's easier to WhatsApp a colleague with personal data on a customer as you get a response quicker, but this creates a risk as it is outside of your companies approved systems.

Print outs

If you have taken print outs home, or printed some at home, consider what you do with these. Follow your organisations guidance on how to deal with this.

Confidentiality

Consider confidentiality when holding conversations or using a screen – You may be in a house share, or living with a partner that you trust implicitly, however they are still not authorised to hear / see information on a 3rd party. Also consider how your screen is positioned, does it face out a window where people walking past can see personal information?

Mixing your data with companies

Don't mix your organisation's data with your own personal data. Some of us may be working from our own desktops or laptops remotely, so make sure there is segregation between your personal data and that of your companies. Don't save personal data from your company on your own desktop or drives!

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Key Points

Lock it away

Lock it away where possible – If you aren't destroying paper files each day, you need to think about how these can be locked away securely over night or when away from your workspace.

Website links & attachments

Be extra vigilant about opening web links and attachments in emails or other messages. Make sure as you would in the office that you aren't clicking on unfamiliar web links or attachments , such as those claiming to give you important Covid updates.

Strong passwords

Use strong passwords and change them regularly. Chose unique passwords that are hard to crack – the most common passwords generally used (which were acquired in a data breach of over 30 million accounts) don't tend to mix numbers and letters and are things like 123456, qwerty, 222222. Passwords like 123456 can be cracked in 0.20 milliseconds!

The National Cyber Security Centre recommend using three random words together as a password, e.g. coffeetrainfish

Communicate securely

Communicate securely – use the communication facilities provided by your organisation, such as Zoom or Teams. If you are sharing over email, consider password protection documents and I would recommend sending the password to a document via a separate means to email.

Keep software up to date

Keep software up to date - If you are working from your personal computer make sure that the security software is up to date. Don't make it easy for hackers! If our organisation has provided you with equipment then this should be managed for you.

Protecting data when working from home

Beacon can help

If you would like to speak to us about how we can help you & your business with Data Protection and the EU's General Data Protection Regulation, get in touch!

Contact us

To find out what other Data Protection services we can help you with, you can contact us through our website.

Beaconconsultantservices.co.uk

Or give us a call / drop us an email

📞 +44 (0) 1452 679 529

✉️ info@beaconconsultantservices.co.uk