

PANDEMIC PLANNING

Remote Working Considerations

Remote working during a pandemic can be challenging.

How to ensure a safe and productive work space, effective communications, protect privacy and information security are some of the key questions.

Online Meetings & Calls Etiquette

- ◇ Microphone use
- ◇ Webcam usage
- ◇ Computer screen security
- ◇ Working from public places eg. Cafes and library

Working from Home Basics

- ◇ Health and safety compliance
- ◇ Computer hardware requirements
- ◇ Internet connection requirements
- ◇ System & application remote access
- ◇ Conferencing and telecommunications

Privacy Management

- ◇ Privileged users responsibilities
- ◇ Sensitive information transmission
- ◇ Company IP protection
- ◇ Client information privacy

Cyber Security Basics

- ◇ Risk exposures of working from public places
 - i. Physical security of company computer
 - ii. Network security of transmitting information
- ◇ Critical software updates
- ◇ Prohibited visit to illegal/malicious/pornographic websites
- ◇ Login and password management
- ◇ Virus, ransomware and malware detection
- ◇ Phishing email awareness and alert

Data & Information Backup

- ◇ Mandatory back-up policy and procedure
- ◇ Automated back-up mechanism
 - ◇ Prohibit use of personal external data storage

Cyber Incident & Response

- ◇ Cyber incident immediate response
- ◇ Cyber incident reporting and escalation procedures
- ◇ IT support contact details and availability