

# The facts about **WORKING REMOTELY**



## **Wherever you work is your office.**

Whether it's a chair in your living room or a hotel on the other side of the world, it's your office if you work there. Maintain a level of security wherever you are.



## **Lock up devices, papers and spaces.**

A locking desk drawer or a good safe is a great way to keep your work information secure when you aren't on the clock — or even when you step away from your work for a minute.



## **Keep your office area separate.**

This is good for security and good for your health.



## **Use secure networks.**

Be careful when choosing what network you use to access work resources. Choose secure, password-protected networks and use a VPN to protect your data in transit.

**JUST  
THE  
FACTS**