

## REMOTE WORK CYBERSECURITY FOR EXECUTIVES & MANAGERS



Cybersecurity-savvy employees are a crucial first line of defense regardless of whether employees are working from home, or in the office. Here are the key things you need to do:

### ✔ Policies:

Update your policies to take remote work into account. Have all employees that are working remotely review and sign off on any policy changes. Make sure all employees know:

- How to identify sensitive information
- Acceptable practices for handling sensitive information
- Keep work and personal IT resources separate. Don't copy sensitive data to personal accounts or computers unless you have formal written approval.

### ✔ Training & Awareness:

Provide your staff with regular reminders and awareness training on good cybersecurity practices.

### ✔ Physical Security:

Physical security in the home can be a real challenge.

- Encourage employees to use lockable drawers and rooms to store sensitive data.
- Emphasize the importance of "clean desk" practices at home.
- Remind employees to lock their screen whenever they step away from their computer, particularly if they are in a shared living space.
- Consider providing some tools to enhance privacy like a privacy screen for the computer or a physical lock.
- Communicate procedures for disposing of sensitive data while at home.

### ✔ Manage your Assets:

Keep track of what devices/furniture employees have taken home. If you have not yet done this, consider sending out a spreadsheet or survey and giving employees a deadline to report any assets that they may have taken home from work.

### ✔ Help Line:

Make sure that users have an easy way to report cybersecurity issues, suspicious activity or a lost/stolen device to the appropriate contact.

### ✔ If you're allowing BYOD because of a crisis, see our [Emergency BYOD Cybersecurity Checklist](#).



*If you need help defining work from home cybersecurity policies and procedures or testing to check for gaps in your newly expanded network, [contact us](#), we can help.*



#### WE ARE HERE TO HELP

Please contact us any time you have a question or need additional support.  
Phone: 406-830-3165 | Toll-Free: 1-855-LMG-8855 | E-mail: [info@LMGsecurity.com](mailto:info@LMGsecurity.com)

#### REFERRING A CLIENT

To refer a client to LMG Security, please email [info@LMGsecurity.com](mailto:info@LMGsecurity.com)