SECURE REMOTE WORKING EMPLOYEE CHECKLIST

Cranberry | CLOUD

QMS ISO 27001 : 2013 REGISTERED | Crown Commercial Service Supplier

- If you have to store company data on a machine, make sure your drives are encrypted.
- Make sure your computer is password protected.

- Make sure my computer has AV.
- Uninstall any programs you don't use.
- Don't install anything unnecessary.

- Use a wired connection if possible and not WiFi.
- Make sure my computer monitor is not facing a window that people can see.
- Ensure auto lock is enabled when I step away from my machine.

- Do not use a shared computer at home.
- Do not store company data on my personal machine.

Cranberry | CLOUD

QMS ISO 27001 : 2013 REGISTERED | Crown Commercial Service Supplier

- Are you sure this email is genuine?
- Are you expecting an email from this person?
- Can you call them to check this is correct?
- Does the email look correct? Who is it from? Who is it send to?

http://

- Don't just click on a link you receive:
  - Check the offer or event is real by web searching for it.
  - Don't just click, think!

- If a text demands immediate action – don't click, check on the company website.
- If it's a call from a supplier's accounts department. Call your contact to check.
- Don't rush, Check it first!

Cranberry | CLOUD

QMS ISO 27001 : 2013 REGISTERED | Crown Commercial Service Supplier