

# The eight golden rules for secure remote and hybrid work

In today's digital age, remote and hybrid work has become the norm for many professionals. Flexible work arrangements offer numerous benefits but come with cybersecurity challenges. To ensure you stay secure and productive, follow these eight golden rules. Adhering to these guidelines will protect your data, devices and networks from potential cyberthreats, providing a smooth and productive work experience.

## 01 Use strong, unique passwords and enable multi-factor authentication

Secure all accounts, devices and networks with strong, unique passwords. Enable multi-factor authentication (MFA) to add an extra layer of security, making it increasingly harder for unauthorized users to access your accounts.

## 02 Protect all devices

Keep your devices updated with the latest security patches and software updates. Install and regularly update antivirus software and firewall protection to safeguard against the latest cyberthreats.

## 03 Use a secure connection

Always connect to the internet through a trusted, encrypted network such as a VPN. Avoid public Wi-Fi for sensitive work, as cybercriminals can easily compromise them.

## 04 Be cautious with phishing and suspicious links

Don’t open suspicious emails, links or attachments, especially from an unfamiliar sender. Verify the sender’s details and the content of the email before interacting with it. Report the email to your IT department or security team when in doubt.

## 05 Lock devices when not in use

Physically secure your devices by locking them when stepping away, even briefly. This simple step prevents unauthorized access to sensitive information.

## 06 Backup data regularly

Ensure critical work is backed up to cloud storage or external devices. Regular backups help you recover quickly in the event of a data loss, avoiding disruptions and loss of valuable information.

## 07 Secure your home office

Create a secure workspace that limits access to sensitive information. Work in a quiet, locked space to avoid distractions or potential intruders. Prevent shoulder surfing by using a monitor privacy screen.

## 08 Stay informed about security threats

Regularly educate yourself about the latest cybersecurity trends and threats. Awareness is your first line of defense against cyberattacks.

**Work safe. Work smart. Together, we can create a secure and productive work environment.**

For more security tips, visit

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