

# 3DHB Information Security & Privacy

## Working from Home

*Mai i te Korowaitanga, ka tauke te ora  
When one is fully supported and guided, there is hope*

You need to protect the security of information and maintain privacy, wherever you are working. This includes when you log into Citrix from your home computer, read and send work emails on your phone, or attend a zoom meeting at your kitchen bench.

- ☑ Connect to a secure private WiFi. Don't use a public access WiFi like at a café or WiFi that doesn't require a password.
  - ☑ Don't send work and personal information via non-approved social media and sharing apps like WhatsApp, Facebook, Slack.
  - ☑ If you're using your home computer check your antivirus software is up-to-date. Using Citrix provides a lot of security.
  - ☑ Always lock or logout of your Citrix session and computer if you're leaving it unattended. Make this a habit.
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- ☑ If you take patient or staff hard copy notes or files home, ensure that they are securely stored. Take extra care when commuting. In your car files should be kept locked in the boot.
  - ☑ If hard copy information at home needs to be disposed, shred them or bring them back to work and put in a secure bin.
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- ☑ Be aware of who might overhear your conversations or be able to read your computer screen.
  - ☑ Stay cyber safe. Covid-19 and moving to working from home is a huge opportunity for us to be attacked. You are the most important line of defence. If you don't trust the email, don't click on it. Call ICT Helpdesk if you're concerned.
  - ☑ Continue to save and store information as if you were at your normal desk. During this time, keeping good records is more important than normal. It's also easier in the rush to forget. Please take extra care.
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- ☑ Avoid multiple versions by emailing the file directory address rather than an attachment. Use good file naming to help with version control and finding in the future.
  - ☑ Keep a record of meetings and especially of decisions. Distribute minutes so people know what has been decided.