## Checklist: How To Secure Your Workplace When Working From Home

### Securing Your Workplace

- Select a screen position so that neither family members nor strangers (e.g. the neighbor through the window front) can view information unhindered.
- Make sure your private Wi-Fi connection is secure. Most Wi-Fi connections are properly secured; however, older installations in particular can have weak points.
- Company devices (desktop, laptop and cell phone) should not be made accessible to children or other family members (NDAs also apply in the home office!).
- If necessary, use a privacy filter. (Also recommended for working on the go.)

### Training Your Personal Behavior

- Activate the screen lock every time you leave your workplace.
- Do not send sensitive data unencrypted or unprotected via email.
- Do not send business information through private email accounts.
- Do not leave any information lying around in the home office, e.g. printed documents. Any data / information should be protected from family members.

### Taking Phone Or Video Calls From Home

- Mute your microphone when not in use.
- Only take calls with a headset, headphones or smartphone - do not use the speaker built into your laptop.
- Deactivate your camera by default and keep it covered when possible. This not only conserves bandwidth, but also prevents sensitive information from being seen.
- Blur your background when in a video call to prevent the accidental disclosure of confidential information.
- Do not leave the workplace during an active telephone / video conference.
- Do not make any calls in public (balcony, open air etc.)
- Be careful with screen sharing. Pay attention to what content you share with other participants.

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**How can we help you?**

Get in touch to find out more about how to plan your Future Workplace!

**SoftwareONE AG**

Find us online at: [https://www.softwareone.com/en/topics/future-workplace](https://www.softwareone.com/en/topics/future-workplace)

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