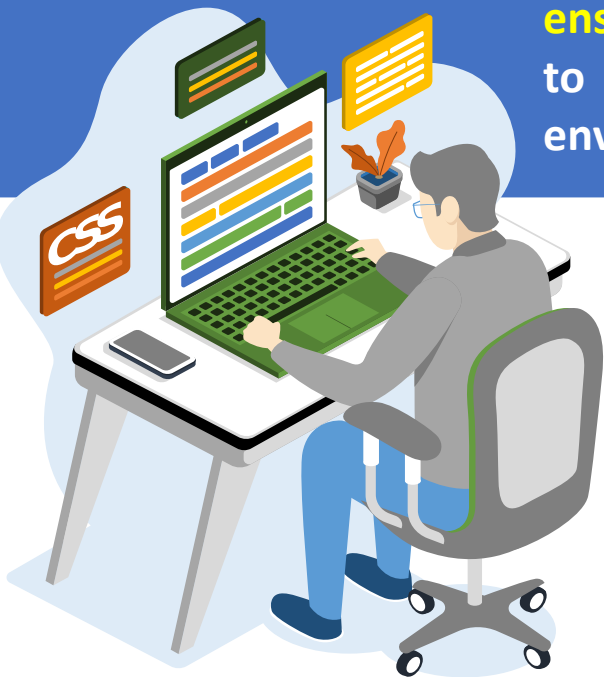


# SUPPORT FOR CHARITIES

## Tips on Working Remotely

When telecommuting, it is important to ensure security. Consider the following to ensure a secure online working environment.



### Keep your devices close to you!

Do not leave your devices unattended and, NO, do not use them to 'chope' seats. Safekeep your devices when not in use.



Use devices issued by your organisation **for work purposes only**. Avoid using personal devices for confidential work.



**Be connected to a secured network with password.** Use a Virtual Private Network (VPN) provided by your organisation.



**Enable firewall on your device** to deter unauthorised access to your network.



**Password protect your files** if you need to share them, only use sharing platforms that your organisation has allowed. Send the password separately.



**Use a privacy screen filter** if working in a shared working space.

