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Avoiding Data Breaches when working from home

This summer takes us into our 'new normal.' As we emerge from the pandemic some things are the same, but some are **different & here to stay**.

One of the key opportunities is **home working**. This is emerging as one of the things which driven by the need to isolate has produced attractive benefits to both employers & staff. It looks like it's a '**keeper**.'

If that is the case for you then no doubt you have embedded new processes & staff expectations but have you given **enough thought to GDPR?**

Surprisingly one of the issues is that we are still seeing **data breaches** related to staff working from home. In reality as time goes on staff simply lose focus about what is needed to avoid things like this happening.

It is serious stuff but actually these are mostly associated with email and with a bit of good advice are **very avoidable**.

Consequently why not remind staff of some **straightforward rules?**

1. When emailing multiple external recipients always ensure you blind copy them in (using BCC). This will avoid disclosure of other persons email addresses.
2. When opening emails received ask yourself:

Was I expecting this email?

Does it look and feel right?

Is it asking me to open an attachment / click a link?

Is it asking me to urgently reply?

Can I verify the validity of the email another way? (e.g. phone call / SMS).

3. Maintain privacy when working from home: Don't let your children/partner use your work device, or let them work on a personal device where you have an active work session (e.g. Citrix, remote access, VPN etc).
4. Keep documents tidied away when not working.
5. Lock your screen (use \square + L as a shortcut) when leaving your device unattended.

That's it! These are **easy** things to do but have the potential to make a **big difference**.

It's not the whole story though

It might be that you want some broader help on **Data Compliance & GDPR**.

One West is a leader in this field - so if you would like to have a discussion about it we would love to talk to see if we can help.

Just **email** us at: one_west@bathnes.gov.uk .

Also, if you want to check us out have a look at our **website** www.onewest.co.uk

We hope this is useful & look forward to talking.

The One West team.



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Our mailing address is:

One_West@bathnes.gov.uk

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