

Top 10 Privacy Tips:

Work from home (or anywhere) safely



1



Use privacy screens

to shield personal or confidential information from others (yes, even at home).

Turn off your home virtual assistant

or don't buy one to begin with.



2

3



Use virtual backgrounds

if you need to shield pictures or information



4



Don't lend your phone

to someone you don't know—they can do damage even in a short time.

Use corporate- or IT-approved tools

to connect.



5

6



Shred any printouts

of work documents.



7



Opt for Multi-factor authentication

whenever possible.

Don't use personal information in your passwords

or security questions. Need help keeping track of your unique passwords? Use a password manager.



8

9



Get explicit consent

from co-workers, family, and friends if using their picture, video, or voice.

Maintain your privacy-safe practices

so you're prepared to work remotely whenever needed.



10

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