Staying Secure While Working Remotely

To:
Campus Community
Names and titles:
Information Security Office

Date:
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New scams continue to arise around the COVID-19 virus. Stay alert, particularly for:

- **Phishing Emails.** Recent attempts offer governmental financial support and attempt to gather personal information including your SS number. Messages promise personal COVID-19 test kits but have a malware attachment.
- **False Websites.** Scammers can prey on fears or make sensational claims.
- **Illegitimate Charities/Donation Campaigns.** Only donate to known, reputable charities.

Search for verified information on your own from sources like the [Centers for Disease Control and Prevention](https://www.cdc.gov) and major news outlets. There are also [local resources for COVID information](https://www.arizonalife.com). [1][2]

**Remote Work Cybersecurity**

Working remotely also brings about new nuances that might not have been considered in your or your staff's normal business practices. Here are a few things to keep in mind around safe computing in a remote environment:

**Data Classification**

As information sharing changes, make sure you use the appropriate technologies for the classification of data you handle (Regulated, Confidential, Internal, Public). See the [Data Classification and Handling Standard](https://uaatwork.arizona.edu). [3][4]

Check with the appropriate [Compliance Partner](https://uaatwork.arizona.edu) for which technologies can be used with Regulated Information.

[HIPAA compliance information](https://www.healthit.gov) is available online.

**Conference Call Meetings**

Many campus units are using Zoom as a means to stay connected for meetings and other social interactions. Add protections to your meetings to ensure they're not interrupted by
unwanted participants.

- Password protect meetings and securely share the password with participants.
- Enable a waiting room so that you grant access as people enter the meeting (not practical when you expect a large number of participants).
- Use the Only Host Can Share their Screen setting.
- Turn off Allow Removed Participants to Rejoin.

Home Computer Security

All computers used for University business should have a screen lock and be protected by antivirus/anti-malware. Remote staff who are using their personal computers to do work are eligible to install Sophos Home Premium. More information [6] is available online.

It is recommended to do the following:

- Apply all Updates for Operating System and other Software.
- Use VPN to connect securely to campus.
- Utilize approved cloud storage instead of your local hard drive (protects from ransomware and other malware accessing documents).

For more information or to report a phishing [7], visit the Information Security Office website.


Source URL: https://uaatwork.arizona.edu/uannounce/staying-secure-while-working-remotely

Links
[3] https://security.arizona.edu/content/data-classification-and-handling-standard
[4] https://compliance.arizona.edu/compliance-partners
[5] https://research.arizona.edu/communicating-health-information-online
[7] https://security.arizona.edu/