WORKING FROM HOME

**DATA SECURITY**

**CHECKLIST**

|  |  |
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| Checkmark | **CHECKLIST ITEM** |
|  | Review all policies |
|  | Cleared desk and locked up all company-related information |
|  | Using only company-provided computer and technology (if possible) |
|  | Reviewed IT policy on VPN and storage of files if working on personal laptop |
|  | No copies or downloading, printing of company-related info on personal lap top |
|  | Reviewed ‘Technology Tips’ (below) |

