Keeping secure when working at home

The NZDF needs its people and their whanau fully aware about the security challenges we face when working from home, as we do our part to eradicate COVID-19 from New Zealand.

When working from home we need to protect official NZDF information, as well as our personal information, and that of our colleagues. When handling official or personal information, it is worth asking *"what do I need to do to make sure this is properly protected?"* There are a number of things to keep in mind:

- Make sure you work in a place where any sensitive information can't be seen by those who don't need to see it – this includes people walking past on the street, or your neighbours.
- Some conversations involve topics that shouldn't be overheard – details of an HR issue, sensitive official information or operational planning. Consider your location and take appropriate steps – close windows, or go into another room.
- Make sure you are using the right method of communications – is it a team catch up to share a lockdown story with your workmates? Phone calls and communications apps are perfect. More specific work topics? Use a more protected method, and make sure you are following NZDF security policies.
- Take a look at your internet settings, and make sure your Wi-Fi is password protected, to ensure that your personal information and the work you are doing, is safe from hackers.
- Make sure your virus protection software is enabled and up to date.

We all need accurate information, so make sure you check official NZ government sites, especially www.COVID19.govt.nz for up to date facts, which will also help us support our whanau by spreading the correct health messages. NZDF members also have access to additional advice via our intranet portal. In the last few weeks, COVID-19 has been the subject of many emails, news articles and social media messages, and many of these have provided incorrect—and often extremely unhelpful—information.

Be cautious when reading emails and messages with links to COVID-19 related websites or apps. Cyber-criminals, hackers and other malicious actors use significant events to try and compromise their targets. The news is full of examples of COVID-19-themed emails and messages trying to get people to click on a link or open a file that can cause harm to their computer and compromise their information.

Finally, take care of yourselves. Keep in close contact with your whanau and support network, so you and they are getting what you need to get through in these often stressful times. The Force 4 Families website has a range of resources to help you take care of yourself and your families.

FURTHER RESOURCES

New Zealand Protective Security Requirements – working from home

CERTNZ – staying secure while working from home

A FORCE FOR NEW ZEALAND