

# MINDFUL USAGE OF REMOTE WORK PARAPHERNALIA

Maintaining privacy and confidentiality of information even outside the workplace

## 1 USE ONLY UP DILIMAN ISSUED WORK PARAPHERNALIA



Use only UP Diliman-issued remote work paraphernalia (e.g., laptops, mobile phones, tablets, etc.). Remember that these devices should be used strictly for work-related activities only.

## 2 EXERCISE PROPER DILIGENCE AND UPHOLD PRIVACY AND CONFIDENTIALITY AT ALL TIMES



Constrained to use your personal device? Remember to exercise the proper diligence in the use of the same and uphold at all times the privacy and confidentiality of the information being processed.

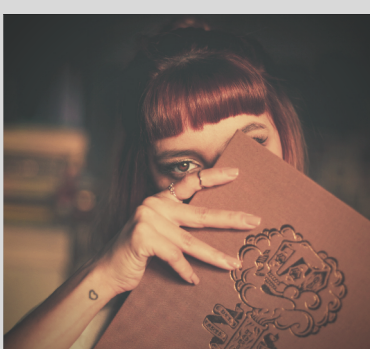
## 3 SAVE AND DELETE ASAP WHEN SAVING FILES IN YOUR PERSONAL DEVICE



Generally, work-related files can't be stored in your personal device. However, as an exception (see Item No. 2), a file may be locally saved to a personal device for only as long as it is necessary to edit the file.

Once the edited file has been sent via email or uploaded to a repository, delete it immediately from your personal device

## 4 FOR YOUR EYES ONLY



External parties are, at all times, prohibited from accessing the device, including the documents, used for the remote work arrangement

# INFORMATION SECURITY MEASURES

Maintain the privacy and confidentiality of information even outside the workplace with these information security practices

## Secure your remote work paraphernalia

Secure remote work paraphernalia and all related devices and user accounts with a **strong password or passphrase**. When possible, use a **multi-factor authentication system** to protect the remote work paraphernalia and user account.

## Use external storage devices with caution. Utilize University of the Philippines' OneDrive storage instead

Unless with the prior express consent your superior, do not use portable storage devices such as USB flash disks or external hard drives. If allowed, ensure that the same are **scanned for viruses before use**.

## Regularly update your operating systems and anti-virus applications

Ensure that your operating systems and anti-virus applications are regularly **updated** and **patched**

## Logout from your devices

Don't forget to **logout** from your remote work devices and accounts when not in use and **refrain from leaving remote work paraphernalia unattended**

## Exercise caution in downloading

Download **only what is necessary** for your work. Be wary of malicious attachments or links.

## Don't forget to back up your files

Make it a habit to **upload a back up** to the University of the Philippines OneDrive

## Observe the Security Measures prescribed in the UP Diliman Privacy Manual

These are laid down in the Data Protection Office Memorandum No. **EBM 19-02**, dated 11 November 2019

## Always think before you click

Avoid visiting unfamiliar sites or links. If in doubt, hover your cursor over the link. You will be able to see a preview of the URL at the lower portion of your screen. Be cautious of webpage addresses that do not begin with "**https://**"

Beware of **phishing scams** and **malicious attachments**.

