

WORKING FROM HOME DURING COVID-19?

Here are 10 security and privacy requirements from IMITS & IAPS

Store Files on PHSa Provided Resources



Store private or confidential information either on your PHSa provided laptop or on a shared network drive if you have Citrix access.

Lock Your Devices



Use strong passwords to secure your device. If you need to walk away, always remember to lock your account (Start + L). When in a public place, remember to store your device in a secure location and ensure it is out of sight.

Be Aware of your Surroundings



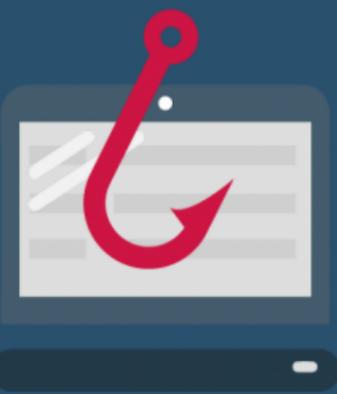
Be aware of your surroundings before discussing or accessing private or confidential information so as to prevent it from being overheard or viewed by unauthorised individuals.

Lock Away Paper Records



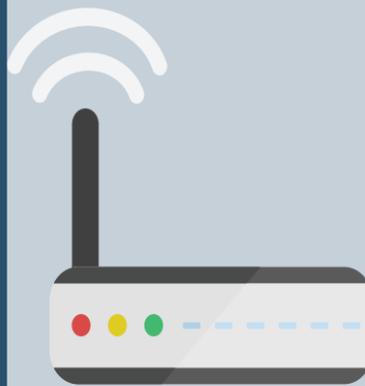
Only take the minimum amount of information out of the office (if required to do your job). When at home, make sure paper records are locked away (e.g. filing cabinet, desk drawer) and only accessible by you. However, clinical records should NOT be taken off site. Please consult IAPS about alternative solutions.

Be Mindful When Using Email



Be sure to use work email rather than personal email for PHSa business. Also be on the lookout for urgent requests to share sensitive information, suspicious links or attachments, spelling and grammatical errors or offers that are too good to be true. When in doubt, forward it to spam@phsa.ca.

Be Cautious When Connecting to WiFi



Make sure your home WiFi has a strong password and WPA2 encryption enabled. This will prevent strangers from piggybacking on your WiFi connection or hackers intercepting your browser activity (e.g. passwords, credit card information, etc.)

Be Mindful of the Information you Share



Hackers are skilled at capturing information you share in person, online or over the phone. They may tell you they are an IT consultant to get your password or they may scour your social media profile to try and answer "challenge" questions on your accounts.

Use Citrix Remote Access



Use Citrix to access applications that are available on the network but not on your PHSa provided laptop. Citrix also encrypts the data that travels from your work laptop to our PHSa network.

For questions about IT Security:

Email IMITS Security at: IMITSSecurity@phsa.ca

For questions about remote access:

Call the Service Desk at: 604-675-4299

For questions about privacy (e.g. collecting, using, sharing or storing personal information, or reporting a breach):

Email IAPS at: privacyandfoi@phsa.ca

To report a phishing email:

Email IMITS Security at: spam@phsa.ca