

# Free checklist: Data Protection for Remote Working

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If you have any questions or issues, please do not hesitate to contact us.

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#  Checklist for Data Protection Compliance when remote working (from home)

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| Area | Measures | Content |
| 1. Organisation of information security  | Creating security measures or policies for IT use and remote working | * Types of communication (internet, fax, mobile phone)
* Data classification: Which data may leave the company and how?
* Adopting information security requirements, e.g. rules regarding data backup, virus protection, firewall, encryption methods (for all sensitive data)
* Data transfer and access to data: VPN, email, USB, printouts
* Disposal of media such as storage media (e.g. paper, electronic data carriers)
* If necessary, policies for remote equipment maintenance
* Communication of policy to employees and publication of policy
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|  | Defining an information security concept for remote working  | * Setting out information security objectives
* Protection requirements for processed information and related risks
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| 2. Human resources security  |  Employee training | * Instructing employees on how to work remotely
* Staff training, awareness-raising(e.g. dealing with printed documents)
 |
| 3. Equipment Management | Documentation of company IT equipment (e.g. laptop, printer) | Documentation should contain information about: * allocation of equipment to employees
* return of equipment from employees
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|  | If necessary, having an agreement relating to rights of access to employee’s home/premises where remote working takes place for the purpose of inspection and access to documents |  |
| 4. Access control | Access authorization and access administration | Users should only be provided with access to the network and network services that they have been specifically authorized to use (need-to-know principle). |
|  |  Logging  | * Authentication
* Logfiles
* Unsuccessful and successful attempts
* Administrative activities
* Errors
 |
|  | Management of privileged access rights (Admin privileges) | * Procedures for privileged access rights
* Control of privileged access rights
* System administrator and system operator activities should be logged
* Limiting admin privileges for employees
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| 5. Cryptography |  Encryption | * Mobile devices
* Storage media
* Emails
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| 6. Physical and environmental security  | Workplace security measures/safeguards | * Defining access rights
* Defining security perimeters to protect sensitive or critical information
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|  | Clean-Desk Policy | * Reducing the risk of information theft, fraud, or a security breach caused by sensitive information being left unattended and visible
 |
|  |  Desktop | * Enforcing password protected screensaver (GPO)
 |
| 7. Operation security | Updates | * Installed and up-to-date
 |
|  | Virus Protection | * Installed and up-to-date
 |
|  | Firewall | * Activated
 |
|  | Boot Protection | * Activation recommended
 |
|  | Data Security | * Policies and Monitoring
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| 8. Communication security  | Separation of Data | * Separating private data from company-owned information
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| 9. Compliance | Engaging freelancers | * If necessary, signing a Data Processing Agreement (for processing on behalf of a controller)
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