

Protecting personal information when working remotely

Many Queensland government employees work remotely. It's important to remember the *Information Privacy Act 2009* applies even when you are working away from the office.



LOCK YOUR SCREEN

(Window + L) or log out if you leave your computer unattended



DON'T DISCUSS

work matters with members of your household



DON'T GIVE a colleague's personal phone number to third parties



TURN OFF

Caller ID on your personal phone when making work calls



DON'T CLICK on unknown links or access suspicious content



ALWAYS KEEP your work device and documents safe and secure



IMMEDIATELY NOTIFY YOUR AGENCY

if work information, including personal information, is lost, misplaced or stolen



REMEMBER unauthorised use and disclosure of personal information is unacceptable and has serious consequences

Refer to your agency's remote working policies and procedures and follow these tips to mitigate the privacy risks of working remotely.



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PRIVACY
AWARENESS WEEK