Log off or shut down your laptop or home computer when you are not using it.

If you will be working with personal information from home or remotely, take care to make sure you are the only person able to access the records.

Set the automatic logoff on your devices to run after a short period of idleness.

Make sure you understand and follow UBC’s ‘Securing Computing and Mobile Storage Devices’ policy. This includes the newly mandated minimum cybersecurity controls.

During the COVID-19 pandemic, please review these important reminders to protect personal information while working from home.

Simple steps to take include:

- Do not share a laptop used for working with personal information with other individuals, including family members and friends.

Go even further...

**Additional important privacy and security resources during the COVID-19 pandemic**

**Office of the Information & Privacy Commissioner for British Columbia**
- Protecting personal information away from the office
- Disclosure of personal information of individuals in crisis

**Cybercrime Support Network**
- Take action against COVID-19 scams