



Reminders: Safe Remote Working

REMOTE WORK:

- ✓ Any User may work remotely on devices issued by the Department or their own devices;

POLICY:

- ✓ The University “**Bring Your Own Device**” (BYOD) policy is specifically intended for individuals within the Department who intend to or already work remotely using their own PC, laptop or other device. It is located here: <https://help.it.ox.ac.uk/security/endpoint/byod-policy>.

The policy helps BYOD Users protect against virus infections, data being exposed to possible malware running on BYOD devices, unauthorized copying of Department data onto devices not issued by the University, etc.

BYOD REQUIREMENTS:

1. ENCRYPTION: <ul style="list-style-type: none">✓ The BYOD User should encrypt his/her local disk, where possible, using Microsoft BitLocker for Windows or FileVault for Macintosh devices;
2. ANTIVIRUS: <ul style="list-style-type: none">✓ The BYOD User must deploy antivirus protection, such as Sophos, which the University deploys on devices that it manages and is available to BYOD Users free of charge for their own devices here: https://help.it.ox.ac.uk/security/endpoint. The User agrees that the antivirus software is active, routine scanning occurs and that the BYOD device is scanned and does not contain viruses before initially accessing Department applications remotely;
3. COPYING/OPENING DEPARTMENT DATA: <ul style="list-style-type: none">✓ The BYOD User agrees to <u>always</u> refrain from copying Department data to any BYOD from a Department network shared drive and opening such files directly from a User’s BYOD;
4. PASSWORD PROTECTION: <ul style="list-style-type: none">✓ The BYOD User agrees to deploy password protection on the PC, laptop or other BYOD device;
5. EXCLUSIVE USE: <ul style="list-style-type: none">✓ The BYOD User agrees that the PC, laptop or other BYOD device on which they intend to work remotely is used exclusively by the User and his/her password is not shared with anyone else; and
6. LICENSE RESTRICTIONS: <ul style="list-style-type: none">✓ Some software <u>cannot</u> be installed on User BYODs due to license restrictions, such as for STATA, Q-Research, etc. Users are advised to consult with their line managers to confirm the extent to which this applies.