



## Work safely, wherever you are

When we're on the move, we don't leave our wallet or keys unattended. We protect what matters without even thinking about it. The same applies when working outside our usual environment. A few simple habits can help keep your digital information safe, wherever you are.

### Small habits to build

#### Use a VPN whenever you connect to public or untrusted Wi-Fi

##### Why does this matter?

Public Wi-Fi networks, such as those in hotels or airports, are not always secure. A Virtual Private Network (VPN) encrypts your internet traffic, helping to protect your data from being intercepted by others.

##### How do you make it a habit?

Check whether your organisation provides a VPN service, such as eduVPN. These services are often free for users and quick to set up on your devices. Once installed, make switching on your VPN your first step before connecting to public or untrusted Wi-Fi.

#### Use a privacy screen filter when working in public places

##### Why does this matter?

When working on a train, at an airport or in a conference venue, people around you may be able to see what's displayed on your screen. A privacy screen filter helps prevent sensitive information from being viewed by others.

##### How do you make it a habit?

If you regularly work on the move, use a privacy screen with your laptop. Every time you open your device in a public place, make it part of your routine to use it.

## Check apps before installing them

### Why does this matter?

Not all apps are trustworthy. Some contain malicious software (malware), while others request access to data or device features they don't actually need, such as your contacts or location. Taking a moment to pause before installing an app reduces the risk of unintentionally sharing sensitive information or installing malware.

### How do you make it a habit?

Only download apps from official app stores or platforms approved by your organisation. Before installing an app, review the permissions it requests and only grant access to the data and features that are genuinely necessary.

## Other good practices

Alongside these habits, a few simple security measures can help you work securely, wherever you are:

- **Use your work device only for work-related activities.** This reduces the risk of introducing unnecessary security risks through personal apps, websites or downloads.
- **Only use software and AI tools approved by your organisation.** This helps prevent sensitive information from being shared with unsecured or unauthorised applications.
- **Travelling to a high-risk destination?** Check your organisation's guidance before you travel. Depending on your destination, additional security measures may be needed to protect your devices and data.

## Read more

- [VPN: A secure tunnel through the public network](#) (source: iBarry)
- [Cyber-secure travel to high-risk countries](#) (source: Jisc)
- [Mobile malware – tips and advice to protect yourself](#) (source: ENISA)
- [Shadow IT – Guidance for organisations](#) (source: NCSC UK)

SMALL HABITS. BIG IMPACT.



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