Security and privacy matter more than ever.

As you're working from home, continue to follow the same confidentiality protocols you would as if you were in the office.

It's easy to slip up during these unusual circumstances, but it's very important that all security and privacy measures are followed. Here are a few best practices.

Give yourself a dedicated space.

If you live with other people, don't use shared spaces — like the kitchen table — as your workspace. It's best to have a separate space where all work materials can be kept secure, private, and out of sight.

Use work-appropriate devices.

Only use your work-provided devices or personal devices with secure solutions. Never send documents to your personal email, never try to connect to printers outside of the office, and never use unsecure communication platforms.

Don't toss hardcopies.

And don't leave them out in the open either. If you need to throw out confidential paperwork, use a shredder or tear by hand before putting in the trash.

Keep your voice down.

If you're on a call, be mindful of others around you who could hear the conversation.

No photos please.

Now is not the time for an Instagram moment. While many people are trying to connect socially, don't take photos of your work-from-home space as confidential information could be shown.

Seal it securely.

If your role requires you to mail confidential materials, follow proper protocol.