

10 Golden Rules for a Shared Workspace (security and cybersecurity)

<p>1 </p>	<p>2 </p>	<p>3 </p>	<p>4 </p>	<p>5 </p>
<p>Have a Clean Desk* policy that requires a tidy workstation, a blank computer screen, and locked cabinets and drawers</p>	<p>Make sure there are access cards for entering the premises and there is a distinct computer network for each company that operates on the premises</p>	<p>Protect your equipment with physical cables, anti-virus software and hard-drive encryption</p>	<p>Provide access to the Internet only via a wired network and WIFI network (with WPA2-EAP encryption) with a "visitor" profile</p>	<p>Inform your respective teams that new people will be working at the same location and that visitors must be accompanied</p>
<p>10 </p>	<p>9 </p>	<p>8 </p>	<p>7 </p>	<p>6 </p>
<p>In addition to your regular processes, have a shared incident management and response plan</p>	<p>Conduct a privacy impact assessment (PIA)** to ensure that you can protect your personal information</p>	<p>Use cloud computing to store your data instead of Network Attached Storage (NAS)</p>	<p>Use a VPN to communicate with external parties</p>	<p>Have a policy that requires strong passwords and multi-factor authentication</p>

* The **Clean Desk** (in French only) policy means not leaving any documents in plain sight when you leave your workstation, and doing what is necessary to ensure the confidentiality of the information entrusted to you. **Learn more** (in French only)

** The PIA is a preventive approach to improve the protection of personal information and respect for the privacy of individuals. **Learn more** (in French only)