

Secure remote work

- [1. Use the work computer only for work](#)
- [2. Use a reliable network connection](#)
- [3. VPN-connection](#)
- [4. Remote workstation](#)
- [5. Watch out for scams](#)

The devices used in the remote work are primarily laptops and mobile phones provided by Metropolia. Same information security instructions and regulations apply to the office as in remote work. Any work-related information should not be disclosed to third parties and the employer's computer should never be given to third party members. Third-party members are also family members.

Your well-being at remote work also affects information security. Sometimes remote work can be stressful, so be sure to take breaks while working.

1. Use the work computer only for work

Do not use another computer for work other than the computer provided by the company. This ensures that work matters are not confused with personal services or that confidential materials are not stored on your personal computer.

2. Use a reliable network connection

Publicly open network connections are not reliable off-campus. For example, wireless connections in airports or shopping malls are not safe to use. If the work is done away from home, it is possible to share an internet connection from a mobile phone, which is more secure than a public network connection. Sharing a network connection from your phone is easy, see instructions (Finnish) on Elisa website.

<https://elisa.fi/ideat/nain-jaat-nettiyhteyden-puhelimesta-tietokoneelle/>

3. VPN-connection

Prolonged remote work can affect security and software updates to your computer if your computer is not connected to your corporate network through a VPN connection. Therefore, it necessary to connect to VPN connection on for about two hours at a time, 1-2 times a week, so that any updates can be downloaded to your computer. Note. A VPN connection should not be used unnecessarily if the job description does not require it. More detailed instructions on using a VPN connection can be found on the information management website.

<https://tietohallinto.metropolia.fi/display/itservices/VPN+Remote+Connections>

4. Remote workstation

A mobile person may have to work remotely anywhere, anytime. It is important to keep the remote workstation in a safe location so that no outside person can see or hear confidential matters. So keep in mind where you can work without others being able to hear your conversation or see your computer screen.

5. Watch out for scams

There are currently scams and emails made in the name of technical support, among other things. The coronavirus is ruthlessly exploited in various scam attempts. So be careful what you click and where you provide your information.

[Tietoturvallinen etätyö](#)