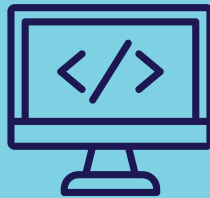




**Law Society  
of Ireland**

## REMOTE WORKING ESSENTIALS





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### **Purpose**

The purpose of this document is to outline practical considerations and good practice when working remotely, whether from home, another office location or while travelling. It is designed to help solicitors and legal support staff work securely, protect client information and maintain productivity when away from their usual workplace.

Firms should ensure that devices used for remote working are appropriately configured and supported in line with the firms' policies and procedures.

Everyone has the responsibility for working in a safe and secure environment, but each user must always be aware of potential security threats.

### **Essential technical items**

Assumption – you are using the Microsoft Operating System and Microsoft suite of applications

- Ensure your device is supported by the manufacturer and receives regular security updates.
- Ensure your device complies with your firm's cybersecurity policies and technical requirements.
- Good and reliable broadband speed. As a backup, know how to hotspot with your phone for remote access.
- Ensure approved collaboration and communication tools (Zoom, Teams) are installed and properly licensed.
- Ensure a secure method of sharing and coediting documents with your colleagues and clients.
- Ensure local Wi-Fi is protected with a strong password. Avoid accessing sensitive client information using public Wi-Fi networks unless approved security measures are in place.
- Store files only in firm approved cloud storage or document management systems.
- Ensure your device is protected with a strong password, PIN or biometric authentication.

### **Other recommendations**

- Use a dedicated workspace when working from home.
- Always store your device in a secure area when unattended.
- Set your screen to lock automatically after several minutes of inactivity.
- Never write your login account details and password on a post it and leave it near your device.
- Never leave your laptop unattended in an unsecure area. This is particularly important when commuting to and from your firm's office and especially when on public transport.
- Avoid printing documents when working remotely.

**Working Environment**

- Work in a private area where confidential conversations cannot be overheard.
- Position screens to prevent viewing by others.
- Secure paper files when not in use

For further guidance and template policies including an Internal Data Protection policy template, visit [www.lawsociety.ie/Practice-Essentials](http://www.lawsociety.ie/Practice-Essentials)



**This resource was developed in consultation with the Law Society of Ireland.**

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