

Guatemala: COVID-19: Home office and data privacy

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Among the various measures that companies have implemented to combat COVID-19, we find home office or work from home, which turns out to be a very useful measure, not only allowing the company to continue with its work but also helps to control the expansion of COVID-19 and avoid possible contagion among collaborators.

The benefits of implementing all the available technology tools such as video conferencing and other applications that facilitate this way of working are increasingly palpable. However, although home office allows social distancing, it exposes the company to another risk, since the information, data, contacts and confidential information of the company, among others, may be compromised.

For this reason, companies need to review and implement the following measures to prevent and protect the company data and its confidentiality:

- Implement a Manual of Good Practices of home office. Review your Information Technology (IT) and Bring Your Device (BYOD) policies, to verify that remote work is contemplated.
- Guide staff members as needed, provide training on its policies and practices.
- Sensitize collaborators to key issues, such as any changes in policies and processes as a result of COVID-19 and COVID-specific cybersecurity threats, such as phishing emails, fraudulent websites, and malicious applications.
- Implement security measures such as the use of private Wi-Fi networks, antivirus, antimalware, and firewall.
- Avoid using company devices for personal issues.
- Implement reliable authentication mechanisms to access company systems.
- Have protocols for notification and action before any type of security breach.
- Train employees on cybersecurity.
- Report emails or other suspicious communications.
- Do not send confidential information through non-encrypted, unreliable means, or with few security measures.
- Do not disclose information to unauthorized persons.
- Use trusted sources, such as legitimate government websites, to get up-to-date, fact-based information about COVID-19.

Please do not hesitate to contact us if you have any questions. At Dentons Muñoz Guatemala we have extensive talent and experience and would be happy to help you meet these new challenges.

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