REMOTE-WORK PRIVACY CHECKLIST
FOR EMPLOYEES

1 Before every meeting

☐ Turn on Do Not Disturb
☐ Disable message previews (so sender name + text do not appear)
☐ Close personal tabs, personal apps, and personal messengers
☐ Share a window only, never your entire screen
☐ Join with microphone muted inside the meeting app
☐ Join with camera off until ready
☐ Check that the OS did NOT leave your microphone live even if speakers are muted

2 During meetings

☐ Check microphone indicator regularly
☐ Keep background conversations away from devices
☐ Do not rely on Bluetooth device mute
☐ Watch for unexpected auto-join or auto-accept connections

3 Safe use of messaging tools

☐ Disable pop-up previews in Teams, Slack, WhatsApp, Telegram, iMessage, Viber
☐ Use DND to block notifications during work sessions
☐ Avoid personal conversations on work devices

4 Safe use of AI tools (ChatGPT, Copilot, Claude, Notion AI)

☐ Never input sensitive client data unless workspace is private
☐ Never use shared accounts
☐ Check if your prompt is automatically stored in the company workspace
☐ Use separate personal and work spaces

5 Avoiding high-risk tools

☐ Do not use Discord, Mumble, TeamSpeak, Steam Chat for work or on work devices
☐ These tools may turn on your mic instantly and expose private conversations

6 Protect yourself from hidden collectors

☐ Turn off smart speakers/cameras during meetings
☐ Disable auto cloud sync of screenshots/photos
☐ Remove unknown browser extensions
☐ Avoid using outdated VPNs
☐ Do not log into work accounts from shared household devices