



## Data protection policy

# Are you working from home?

**If you are working from home as a preventive health measure or using it as a regular workplace, please keep in mind:** The operational IT security and data protection must be ensured to protect data and devices.

- ✓ Choose a **discrete workplace** (e.g. separate office room).
- ✓ **Store** your data and work results on the **central server of your company**.
- ✓ **Lock your devices** when you leave your workplace.
- ✓ Only use WLAN networks **with password security**.
- ✓ Make sure that **only you** have access to your operational devices and documents.



In the event of an **IT emergency** (e.g. Trojan), immediately remove the device from the network (WLAN/LAN connection) and contact your responsible IT department.

**IT emergency contact** \_\_\_\_\_

For **information on infection prevention**, please follow the recommendations of the Robert Koch Institute.