22.3. Working From Home

Objective

22.3.1. Personnel working from home protect classified information in the same manner as in the office environment.

Context

Scope

22.3.2. This section covers accessing official information and agency information using mobile devices from a home environment in order to conduct home-based work. Further information on the use of mobile devices can be found in Section 21.1 – Agency Owned Mobile Devices.

The use of workstations instead of mobile devices

22.3.3. Where an agency chooses to issue a workstation for home-based work instead of a mobile device, the requirements for mobile devices within Section 21.1 – Agency Owned Mobile Devices, equally apply to the workstation that is used.

22.3.4. It is important to note that product security, selection, maintenance, sanitisation and disposal requirements in Chapter 12 - Product Security apply to **all** agency-owned mobile devices.

Rationale & Controls

Storage requirements

22.3.5.R.01. **Rationale**

All mobile devices have the potential to store classified information and therefore need protection against loss and compromise.

22.3.5.R.02. **Rationale**

Refer to the PSR - Mobile and Remote working

Refer to the PSR - Handling Requirements for protectively marked information and equipment

22.3.5.C.01. **Control System Classifications(s): All Classifications; Compliance: Must** [CID:4571]

Agencies MUST ensure that when mobile devices are not being actively used they are secured in accordance with the minimum physical security requirements as stated in the PSR.

Processing requirements

22.3.6.R.01. **Rationale**

When agencies consider allowing personnel to work from a home environment they need to be aware that implementing physical security measures may require modifications to the person's home, or the provision of approved containers or secure storage units at the expense of the agency.

22.3.6.R.02. **Rationale**

Refer to the PSR - Mobile and Remote working

Refer to the PSR - Handling Requirements for protectively marked information and equipment

22.3.6.C.01. **Control System Classifications(s): All Classifications; Compliance: Must** [CID:4575]

Agencies MUST ensure that the area within which mobile devices are used meets the minimum physical security requirements as stated in the PSR.