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One of the key things we need to manage while working from home is privacy and the protection of data. Here are some top tips on best practice to ensure that data and information you process whilst working remotely stays protected and secured

- 1  Consult the Group's [Data Protection & Privacy Policy Statement](#) and review what the processing of data entails, and more importantly that we need to process data only for the intended purpose. Do not request more data than what is required for processing.
- 2  Be aware that risks relating the data protection and privacy transgression have increased due to working remotely. We therefore need to be cognisant of how, to who and, in particular, why we process and transfer personal information related to our employees, contractors, among others.
- 3  Only use your Gold Fields e-mail address for sending and receiving company and employee data, as our e-mails are encrypted. Avoid using non-business e-mail addresses.
- 4  Access Gold Fields resources via VPN
- 5  Only download items/ documents/ files from trusted sources
- 6  Only share video conference links, codes, etc. with persons partaking in the conference
- 7  Keep your video conferences and calls as private as possible whilst working remotely.
- 8  Be aware of phishing attacks whilst working remotely, and do not open or click on links that are not from trusted sources. Report all suspicions to the ICT-team
- 9  Be on the lookout for social engineers posing as specialist to assist with your remote workstation and access. Only engage with the ICT-team
- 10  Stay connected with your teams to stay in the loop about what is happening, and thus be in a more favourable position to screen incoming e-mail traffic.

**Who should I contact if I have any questions?**

Engage with your ICT-team for technical advice re data security, or the Legal & Compliance-team for any advice on processing or the transfer of data.



**Additional Resources** 

Visit the Group's [Data Protection & Privacy Gateway](#) for more information re our approach to protection, privacy and security.