

# Remote Work Data Security Agreement

This Remote Work Data Security Agreement ("Agreement") is made between:

**Company Name:**

**Employee Name:**

**Date:**

## 1. Purpose

## 2. Definitions

1. **Confidential Information:**
2. **Remote Work Environment:**

## 3. Employee Obligations

1. Access and use company data and resources only for work-related purposes.
2. Store all work-related data securely and prevent unauthorized access.
3. Regularly update all devices and use approved security software.
4. Notify the Company immediately in the event of any data breach or security incident.
- 5.

## 4. Security Requirements

- Use strong, unique passwords for all accounts and devices used for remote work.
- Enable multi-factor authentication where available.
- Do not share passwords or devices with unauthorized individuals.
- Secure physical access to devices when not in use.
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## 5. Return or Destruction of Information

## 6. Acknowledgement

By signing below, the Employee acknowledges understanding and agreement to comply with the above data security requirements while working remotely.

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Employee Signature

Date:

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Company Representative Signature

Date:

