

Secure Communication Checklist

- ☐ Use a secure and encrypted chat program such as Signal
- ☐ Use personal devices that are not connected to the corporate network (Personal Mobile Phone, Tablet, Laptop/Computer)
- ☐ Create one group for the IMT team, one for the SET team, and one for all of the internal stakeholders to communicate
- ☐ Invite your lawyer into all three channels, if additional channels are needed for specific teams, include your lawyer into those channels
- ☐ Keep the conversations in the encrypted chats private, do not take screenshots of the chats
- ☐ These groups are to be considered safe to share information so ensure everyone included in the groups are intended to be there. For example, an external cyber security team might be invited into a fourth channel with the IMT team and certain SET stakeholders