

# NOTICEBORED

Take home messages on

## Securing portable IT

### Securing portable IT equipment

1. Backup your data regularly, ideally on to the network or otherwise to CD, floppy disk, USB memory stick/thumb drive *etc.*
2. Never leave IT equipment or computer storage media unattended in a public place. Keep a close eye on it! Use a cable lock or the hotel safe to avoid casual theft. Use a padded carry bag to avoid physical damage.
3. Keep passwords, security tokens *etc.* private at all times. Never share them.

### Secure teleworking

4. Take good care of any company IT equipment issued to you. You are accountable for it.
5. Login to the corporate network regularly to pick up the latest antivirus updates, security patches *etc.*
6. Don't let family or friends use the equipment. It is for company use ONLY.
7. Think about the physical security and safety of your home office setup.

### Secure wireless networking

8. **At work:** do not install wireless networking equipment without permission from IT. Do not interfere with wireless equipment, alter configurations *etc.*
9. **At home:** buy secure wireless networking equipment and configure it securely. Position wireless Access Points towards the middle of your home and turn down the power if possible. Run personal firewall and antivirus software on all PCs and keep them up to date on patches.
10. Keep an eye out for suspicious characters in vehicles or on foot using portable IT equipment near our buildings. They may be up to no good. Report them to Corporate Security.

### Reporting portable IT security incidents

This credit-card-size reminder slip tells you what to do if company portable IT equipment is lost, stolen or compromised. Take a moment now to note down the serial number/s of the equipment in case you ever need to report an incident to the police. Keep the reminder slip in your wallet, purse or passport, not with the equipment itself.

✂ **Cut out and keep** →

#### Security memo card

If your corporate laptop, mobile phone, VPN token *etc.* is lost, damaged or stolen, **inform Corporate Security immediately on +00 123 456 7890.** In the case of theft or criminal damage, report this to the local police as soon as practicable and obtain a crime reference number. Always inform your line manager within one working day.

Equipment: \_\_\_\_\_

Serial number: \_\_\_\_\_

### Further information

Speak to your manager, call the IT Help Desk or the Information Security Manager or visit Information Security's intranet website for more advice.