Workplace security

Protecting your devices

Be careful what you're clicking on and watch out for suspicious download requests or attachments.

- Lock your devices when they are not in use
- Never walk away from your computer with confidential files or emails visible on screen
- Be aware what is on your screen when sharing on calls

Restricting physical access

Watch out for tailgating – a physical security breach where an unauthorised person will try to follow someone into a secure area

- Keep your key card or access fob stored safely on your person and don't lend it to anyone
- Question anyone unfamiliar you see trying to gain entry

Managing your files and data

Be cautious when you are accepting file transfers or downloads, as they could be infected with malware.

- Keep your work area free of papers and documents
- Avoid taking confidential files home
- Lock private information away at the end of the working day
- Shred documents when they are no longer required
- Never leave confidential files in a printer