



NEWSLETTER

INFORMATION

SECURITY

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While cyber security attacks often occur, we cannot forget about securing our computers and devices physically as well. In addition, while physical attacks against data are less common, it is often simpler for criminals to physically steal information that is not secured. Physical security is often one of the most challenging risks. Many people enter and leave our facilities, including non-employees. To help protect against physical threats we need your support.

Correctly disposing of sensitive information

One of the easiest ways for a criminal to locate sensitive information is to find it in the garbage. Often people do not think about the information that they are disposing of.

Do:

- The destruction of sensitive data must take place in a secure manner.
- Make use of special paper containers/shredders.

Don't:

- Put confidential data in the trash.

Doors and access ways

Another possible attack is a criminal pretending to be an employee and walking into our buildings and stealing what they can find.

Do:

- If you open a door, ensure that the door closes behind you.

Don't:

- Hold the door for people you don't know.

Have a clean desk and lock your computer

To protect against unauthorized access, lock any sensitive information or valuable items when you leave your desk.

Do:

- If you are leaving your computer, make sure the screen is locked and password protected.
- Set up your workplace in a secure manner, so that, in your absence, unauthorized persons cannot access data.

Don't:

- Wait until your computer is locked after the configured time interval (screensaver).
- Leave confidential data, such as files or reports, unattended on your desk or in a non-lockable cabinet.



Physical security



Still have questions?

Please contact

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