



NEWSLETTER

INFORMATION

SECURITY

v4

When out of the office, you may be working with sensitive information held on different media and devices such as laptops, PDAs, smartphones and USB sticks. Some of the information is also on paper.

When information from the company is disclosed to unauthorized individuals, it may lead to a negative impact on the organization's reputation and brand value, business partners and customers. Even if it's not abused, it may still damage the organization's reputation as a trustworthy company.

Be Careful in Public places

In public places, information is more at risk than in the safety of the office. This risk includes loss or theft of equipment, paper and electronic storage media.

- Don't leave your belongings unattended.
- Be aware of the possibility that people can examine the content of your laptop screen or papers ('shoulder surfing' in e.g. airplane, train).
- Think about your conversation, what you say and how loud. Always keep in mind that there is a possibility of overhearing your conversations.

Remember: clear screen, clean desk and closed lips!

Public Wi-Fi provided is a good facility for all but it could be vulnerable. If you want to use them then do not send or access sensitive data through these Wi-Fi networks when the connection from your device to the destination is not safe (e.g. unsecure connections are connections without VPN or httpS). Preferably do not use public Wi-Fi networks as you don't know if they can be trusted (at hotels, airfields, restaurants, etc.). In that case, prefer a "hotspot" on your (company) smartphone.

Avoid Location Sharing on Social Websites

Cyber criminals or Unauthorized persons will notice your location and they can see it as a chance to get your personal and companies belongings. They can perform espionage when you are not at your place. Which could lead you at the theft of your belongings. Avoid this type of risks to keep your belongings safe.



Working outside the office



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Still have questions?

Please contact

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