



PHYSICAL SECURITY IN THE WORKPLACE

With so much attention focused on securing networks and preventing phishing and avoiding ransomware attacks, the physical side of security sometimes goes overlooked. Even in the modern-day work environment where seemingly everything has an internet connection, we still must remain vigilant against physical threats to our security!



KEEP THINGS ORGANIZED.

It's a lot easier to misplace sensitive documents and keycards/badges if your desk/office is a mess.



RESPECT PRIVILEGED ACCESS.

Keep your systems and devices locked when not in use. When accessing secured areas of our building, be sure no unauthorized persons sneak in behind you or are allowed to enter with you.



ALWAYS FOLLOW POLICY.

It's your responsibility to know and understand our organization's security policies. If you're not sure of something or need more information, please ask!



KNOW HOW TO PROPERLY DISPOSE OF SENSITIVE MATERIALS.

Social engineers never hesitate to dive through dumpsters in search of valuable info. Shred documents and properly restore defaults of mobile devices before recycling.



KEEP YOUR EYES ON IT AND OTHER EYES OFF OF IT.

If you're traveling or working remotely, never ask a stranger to watch your stuff and never leave your things unattended. Don't leave mobile devices in vehicles or in plain sight where they could get stolen.



BE DISCREET.

When accessing or discussing sensitive info, make sure no one else can overhear your conversations or can look over your shoulder. Avoid accessing sensitive data in crowded areas when working remotely.