FACT SHEET

6 strategies for keeping your data secure this summer

Summertime can be a particularly vulnerable time for workplace security. Staff might be distracted as they prepare for summer holidays, and more people on annual leave means workplaces are often running at reduced capacity.

Take steps to help prevent a data breach with these strategies:

1 | Establish a clean desk policy

Whether heading off for a few days, a week or a fortnight, employees should lock down all computers and equipment and leave their area secured and clear of documents.

2 | Implement a fraud hotline

Organisations with hotlines are more likely to detect fraud through a tip[1]. Make sure staff and customers have an easy way to report incidents or suspicions.

3 | Create a culture of security with a comprehensive information security policy

Smaller organisations may struggle to allocate resources to this role and could benefit from enlisting help from a trusted third-party data security partner that can help establish comprehensive digital and physical data protection policies.

4 | Educate staff on the latest cyber scams

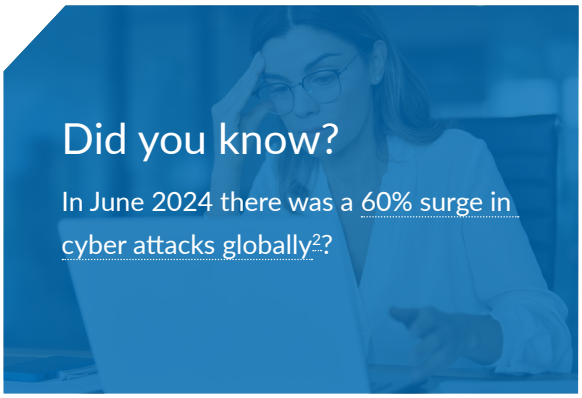
Keep up to date with the latest cyber scans and how to spot them with trusted sites - share these details with your staff so they know what they need to be extra vigilant about.

5 | Restrict access

When taking time off, ensure employees don't have access to secure information unless they really need it.

6 | Develop an incident response plan

All organisations should be ready with a written plan for IT professionals and staff, which details specific actions that will mitigate the effects of a data security issue, including who is responsible and how quickly actions should be completed.



Source: [1] https://legacy.acfe.com/report-to-the-nations/2022/
[2] www.msspalert.com/native/beat-the-heat-and-cyber-threats-this-summer

For more information on how to keep your business safe for the summer and beyond, contact us on 0800 197 1164 or visit us at shredit.co.uk

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