

12 SIMPLE

Information Security Office Reminders

1. Make sure your
DESK IS CLEAN
at the end
of the day



2. Lock up all
CONFIDENTIAL DOCUMENTS



3. Take all of your
PRINTED MATERIAL
from the printer



4. Use a **PASSWORD**
on the printer



5. Don't erase data.
DESTROY
the hard drive



6. **CHANGE**
your passwords
frequently



7. Only use
ENCRYPTED DEVICES



8. Always use a
PRIVACY SCREEN



9. **DON'T LEAVE**
information in hotels,
coffee shops, vehicles,
or elsewhere



10. **CLEAN THE STOREROOM,**
don't stockpile data



11. Don't be silent.
SPEAK UP
if you see data risks



12. **SHRED-IT ALL!**