Protect Data

Keep Information Safe on Desktops and Mobile Devices

1. Desktops & Laptops
   - Lock your computer when you leave your desk.
   - Change your password regularly.
   - Lock away your laptop when not in use.

2. Mobile Devices
   - Setup a password on your mobile devices.
   - Install remote wipe and antivirus software.
   - Think twice before storing sensitive information.

3. Safe Emails & Documents
   - Encrypt your sensitive email.
   - Don’t just print sensitive document.
   - Double check where you sending confidential information.
   - Backup your data.

4. Points to Remember
   - Keep your device locked and secured.
   - Don’t print anything unless you need to.
   - Be careful who you email sensitive information to.
   - Backup your data.

IT Services
+44 (0) 1202 9 65515