

Protect Data

Keep Information Safe on Desktops and Mobile Devices



2

Mobile Devices

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

1

Desktops & Laptops

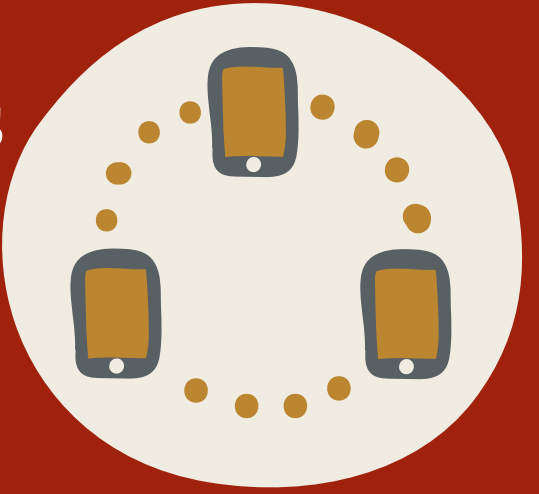
- Lock away your computer when not in use.
- Change your password regularly.
- Lock away your laptop when not in use.



3

Safe Emails & Documents

- Encrypt your sensitive files before sending it on email.
- Don't just print sensitive documents.
- Double check where you are 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.

