Information Security Tips for Employees

1   Use passwords as a major defence to protect data. Passwords should be strong, changed regularly and kept secret

2   Protect your computer

3   Use email and the Internet with care

4   Use portable devices such as laptops, USB drives, mobile phones and Blackberry according to the corporate security policies

5   Handle corporate information with care by marking documents with the appropriate classification code, carefully disposing them, printing, copying and scanning them if necessary, always shredding them if containing sensitive information, storing them on the organisation's drive and ensuring that any third party working with the company has signed a non-disclosure agreement before providing any sensitive data

6   Provide visitors with an identity badge that needs to be worn at all times while they are visiting the corporate building. Escort them around the offices

7   Report any loss and/or damage to portable corporate devices and any security breaches and/or incidents to the IT department of your organisation

8   Protect information outside your organisation ensuring you keep sensitive data and equipment secure at all times to prevent theft or loss

9   Comply with the corporate security policies and procedures

10 Provide feedback to further fine-tune enforced solutions and security policies

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