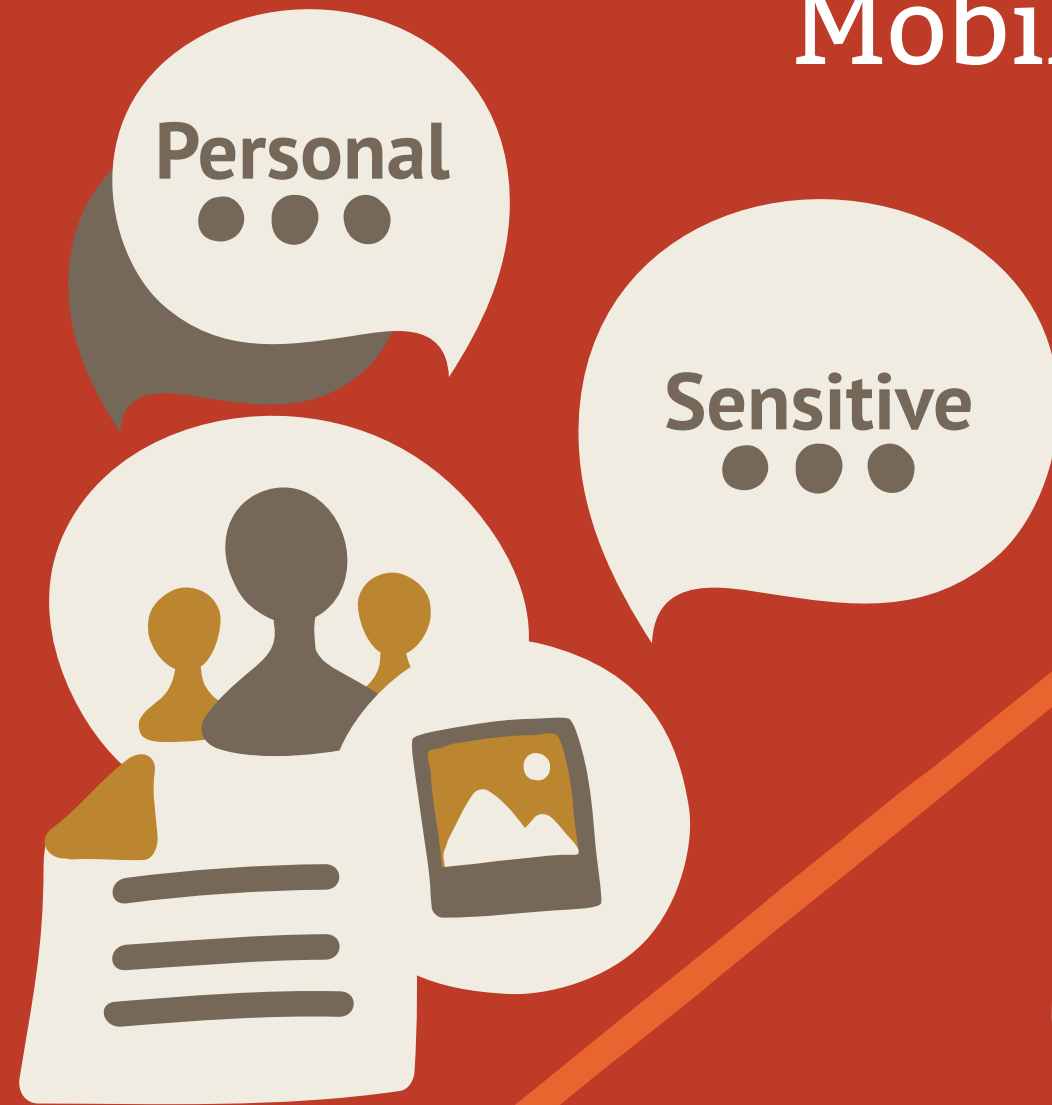


# Protect Data

## 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 used.

2

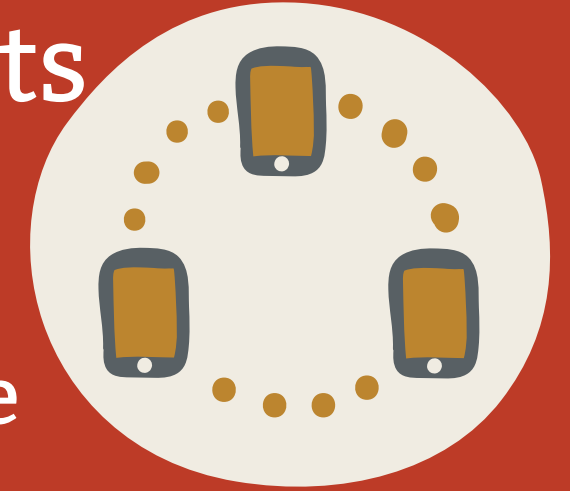


### Mobile Devices

- 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.

Need help?  
Call our IT Service Desk  
on +44 1202 9 65515