Secure Your Workspace!

5 tips for Protecting Business Information

1 **Keep your desk clear**
Lock up sensitive documents and digital equipment when you're not using them. Ensure there's nothing on your desk that others can look through or take.
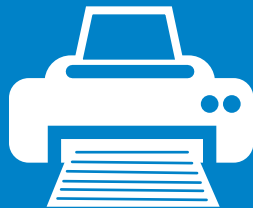
2 **Lock your devices**
Always lock your devices when you step away from them.

3 **Leave nothing behind**
Collect all equipment, documents, and notes after meetings.

4 **Pick up your documents**
Unclaimed documents left in common spaces, like printers are easy to steal.

5 **Only put trash in the trash**
Ensure outdated and unnecessary documents are properly destroyed (shredded).

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