

Good security housekeeping



It is easy to be intimidated by information security concepts and terminology. The following simple steps provide the quickest and most effective ways of dealing with the main issues.

Firstly, establish **what information is valuable** to you and your business

This could be anything from new product information to personal details of customers and staff

The **following practices** will help counteract the most common threats:

- Take **backup copies** of important information
- **Store backups** away from the originals, ideally off site
- Ensure that suitable **virus defence software** is installed throughout your system
- Keep your **premises physically secure**
- **Lock valuable assets** (laptops, mobiles and file servers are very popular with thieves) in a secure room
- Ensure people know about the **value of the information** they handle
- Ensure everyone who needs access to your computer system has their own **ID and password**
- Adopt a **clear screen policy** – never leave computers logged in when people are away from them
- Ensure people can only **access what they need** to do their job
- Establish a practice of **clearing desks** at the end of each day
- If you handle sensitive information, **destroy any copies you don't need**

For more information on good housekeeping, as well as many other aspects of Information Security, just visit:
www.dti.gov.uk/bestpractice/infosec

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