

Welcome



# Information Security and the Part You Play

Welcome



## Password Protection

Confidential Information

Social Engineering

Unauthorised Access

Viral Attack

Internet and email usage

## What is information?



**A CD rom & memory stick**  
These are highly portable and can store vast amounts of information.  
*Is it necessary to put confidential information here?*



## Information security in the work place



Someone has put confidential information here; this paper information could easily get into the wrong hands if not disposed of correctly. How many times do we read in the Press stories about sensitive information found in skips, rubbish sites etc? This could be a breach of data protection and may lead to prosecution.



## All user policy: Passwords



Be acutely aware of your surroundings when using your laptop out of the office, particularly when starting up, people might hover around you to try to get your password.

Always be on your guard with your password...treat it as securely as your PIN number.

