

# 6 ways you can help improve workplace data security



swipe to learn

**Datagraphic**



01

**Read your organisation's  
Information Security policy**

Every organisation should create, approve and publish an Information Security policy that defines data collection, storage and processing.

Read your organisation's policy regularly to refresh your knowledge.



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## 02 Attend Information Security awareness training

Data breaches can be caused by staff misusing information.

Attend regular Information Security awareness training to avoid gaps in your knowledge that could lead to costly mistakes.



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**03** Activate the lock screen  
feature on your devices

Sign-out of applications and systems when you're not using them, and especially when leaving your desk.

If your device has a feature to lock the screen after a short period of inactivity, apply it as an extra safety measure.





**04** Use strong passwords and multi-factor authentication

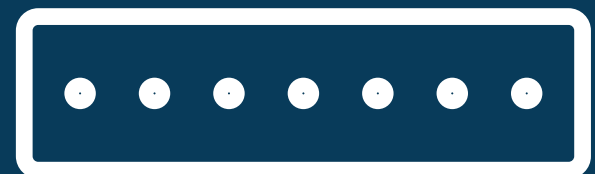


Use strong passwords that mix letters, numbers and special characters or unique passphrases.

A passphrase is a password that uses a series of words like this:

**CarrotHorsePaper!**

Add Multi-Factor Authentication (MFA) as another layer of protection to your system logins.





# 05 Operate a clean desk policy

Tidy away all physical files and paperwork when you leave your desk to prevent confidential information from being unknowingly exposed.







# 06 Scrutinise third-party suppliers

Sending customer,  
employee or other  
personal data to third-  
parties for processing?

Always encrypt data  
transfers and only work  
with secure suppliers.  
Those with ISO 27001 and  
Cyber Essentials  
certification, and ICO data  
protection registration.

