

# Security SpotLight



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Services, Inc.

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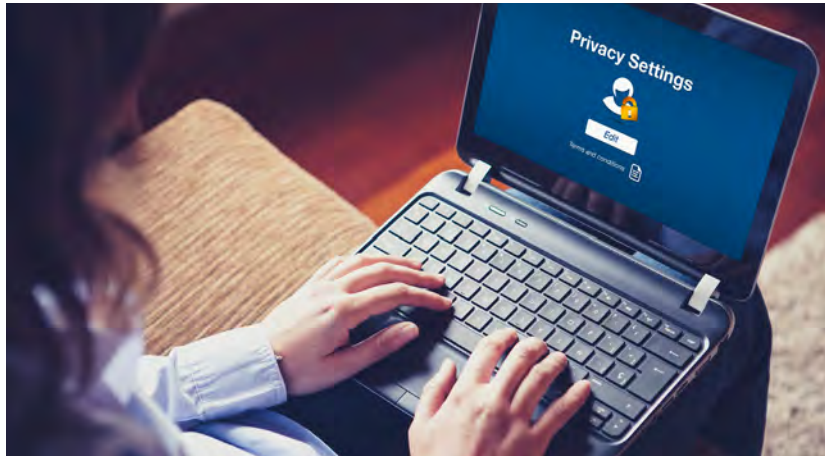
## An Informational Guide for Security Clients

### Digital Safety Maintenance

Technology permeates our professional and social lives. It is important to protect our digital activities from would-be thieves, hackers and others who lurk in the online shadows. Consider following these suggestions as part of a New Years' resolution in digital security.

**Reset passwords for all electronic and online logins. Although it may seem time-consuming, this proactive step can help secure your digital information. Change passwords for all devices and applications including email, website logins, device screen locks and even home and office security codes.**

**Review your social media privacy settings. Social media applications are constantly evolving, and companies make changes to their applications which can expose "private" information to public view.**



## Security Resolutions for the New Year

The New Year is a time for new beginnings. Some choose this time to make resolutions. Securitas invites you make resolutions with a security focus. Begin the year by assessing your digital and physical safety then renew these resolutions at least once a year as a reminder of the need for vigilance.

### Workplace Security Tips

When making your New Year's safety resolutions, physical safety in the workplace should also be considered. Simple actions can help increase your awareness of potential threats in the office setting. Consider the following steps to increase physical safety at work.

Review your company's emergency exit plans and site evacuation

alarm system. Note what action plans exist as well as the expected employee response. Understand whether the required response is event specific, such as a reported fire versus a bomb threat. Find out if there is a rally point outside the building for emergencies requiring an evacuation. If one exists, it is recommended that you plan an evacuation drill annually to ensure everyone knows their role and where to go.

Pay attention to your arrival and departure routines. Use the main entrance and avoid rear or secluded exits. Exercise caution and be aware of your surroundings when walking in a parking lot. Vary your routine, routes and times to minimize predictability. Try to park in well-lit

(continued)

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**Update software programs, anti-spyware and malware. Do this for all computers, mobile devices, and GPS systems. Failure to do so can leave you vulnerable to an attack, hack, or virus.**

**Create a backup of your data files. Information can be backed up to the cloud or an external hard drive. Industry and Federal agencies recommend this action because maintaining a copy of your files can help protect you financially and professionally. Security experts recommend the 3-2-1 format. Keep three copies, in two different formats and store one off-site. This provides you with multiple formats from which to access the saved information, should the need arise.**

**Finally, remember to turn off your computer when you will be away from it for a prolonged period. This prevents anyone from accessing it remotely via the internet. It is also wise to set your computer to lock the screen after more than two minutes of inactivity. This prevents unauthorized access to your computer and any sensitive files on it when you're away from your desk or workstation.**

areas and away from large vehicles that block your view. Consider using a buddy system or safety walks to your automobile. Wait until you are next to your vehicle before unlocking the car doors. Immediately lock them once you're seated and keep the windows closed until moving. If the vehicle has been left unlocked, peer into the windows before entering to make sure no one is hiding in the back seat. Criminals target parking lots and garages because there are many places to hide, and escape is relatively easy after a crime.

Lock your office door or the drawers in your workstation whenever you leave the area. Doing this when you will be away for an extended period and at the end of the day will act as a deterrent and help reduce the chance of theft.

Keep hard copies of documents and sensitive corporate materials in a secure location. Protecting intellectual property is important to preventing corporate espionage and maintaining a competitive edge. Stolen files can also have an indirect negative effect by leading to the loss of business and subsequent employee layoffs.

Finally, become familiar with your company's visitor management

policies. Being able to distinguish employees from visitors and service providers and knowing where they are permitted to go will protect everyone. Be on the lookout for anyone trying to piggy back into the building. If you observe this behavior, always request that the individual show you their company identification, if it is not visible.

## Stay Safe and Secure in the New Year

Securitas wishes you a Happy New Year and reminds you that the value of Vigilance must not be taken for granted. A proactive approach and assessment of your digital and physical workplace security will help protect and secure you and your data. Best wishes for a safe and happy 2020!



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For more information on this and other security related topics, visit the SCIS Safety Awareness Knowledge Center at <http://www.scisusa.com/knowledge-center/>