

# TIPS TO PREVENT LAPTOP THEFT

No 5 in a Series of Security Tips

**GRIFFITHSREID**

PROVIDING INTELLIGENT SECURITY SOLUTIONS

## KEEPING YOUR LAPTOP SAFE ...

Thousands of laptop computers, electronic notebooks and personal computers (PCs) worth millions of rand are stolen every day.

Simple precautions can prevent the loss of your laptop:

- ⇒ Lock your laptop/notebook in your office during off-hours— or take it home and keep it in a secure place;
- ⇒ Review and understand the laptop insurance policy to ensure coverage for theft or damage and what is expected of you to prevent losses;
- ⇒ Keep as little proprietary information as possible on the laptop;
- ⇒ Do not load and keep passwords on the laptop – particularly those allowing remote and e-mail communication;
- ⇒ Don't ever leave your laptop unattended in a public place!
- ⇒ Install a boot-up password available on most portables so only users with your password can access the hard drive;
- ⇒ Back up files and store them separately away from the carrying case;
- ⇒ Consider engraving the company or your name on the laptop;
- ⇒ Pay attention where you use the laptop;
- ⇒ Be aware that the computer screen is visible to others – particularly on aircraft.

### BE ALERT WHEN TRAVELLING ....

- ◆ ***If possible carry the laptop in a strong, padded, nondescript bag. Avoid advertising that a laptop is inside;***
- ◆ ***Never leave a laptop in full view in your car;***
- ◆ ***Never check the laptop in as luggage on any flight. Take it as hand luggage;***
- ◆ ***Be observant at airport checkpoints. Don't be distracted and don't place the laptop on a conveyor belt until you are ready to go through the checkpoint yourself.***

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