

# STOCK EXCHANGE TOWER SECURITY



## COMPUTER SECURITY

### GENERAL INFORMATION PROTECTION LAPTOP COMPUTERS PERSONAL COMPUTERS

#### GENERAL

Computers are a vital part of every modern day office, and are subject to security and sabotage threats. Mainframes, Personal computers, Laptop computers, printers, and other peripheral equipment all form part of any modern office environment. They store large amounts of important data and information, and the loss of such can have far reaching consequences for any business. It is important to safeguard these assets, both the physical and information/intellectual property. The Office Manager should maintain an accurate, up-to-date inventory of all computers and related equipment. This inventory should list serial and model numbers, asset tag number, or engraved identifying numbers.

#### INFORMATION PROTECTION

As a matter of regular scheduled maintenance, all computer files should be regularly backed-up to prevent massive loss of information in the event of theft or damage to unit. A formal Back-up Program should be established for all PC users, and particularly in companies utilizing a large mainframe set-up. Back-up disks should be kept away from magnetic and heat sources, as well being protected from dust. All virus protection programs should also be kept up-to-date with current standards in order to ensure that all computers are adequately protected.

#### LAPTOP COMPUTERS

Laptop computers are one of, if not the most popular item for thieves in the modern day office. Their relatively compact size allows them to be readily portable, whether concealed in a briefcase or tucked under an arm and concealed with a coat or jacket draped over the arm. There is a strong illicit market for Laptop computers, and the thieves usually dispose of them quickly. Due to their portability, restraining devices and docking stations are not a reliable method of securing these units. Users of Laptop computers should never leave them in the office overnight; they should be taken home after hours at all times. When transporting your Laptop, never leave it out in plain view in your vehicle; always store them in the trunk to keep them out of sight.

If Laptops are to be left in the office overnight, a secure, lockable facility such as a high security/fire rated file cabinet should be provided for their storage. It is also advisable to restrict access to this area to as few persons as possible, specifically only those with Laptop computers. While this may seem inconvenient, the loss of the property itself, not to mention the information stored on it can be far more damaging.

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## **PERSONAL COMPUTERS**

Ideally, Personal Computers should be secured to work surfaces using any of several security devices, including locking cabinets and restraining cables. There are also audible devices available that will sound if the computer is removed.