



Protect access to your devices

When we leave our homes, locking the front door is automatic. But do you protect your digital devices in the same way? By building a few simple habits, you protect not only your device, but also your work, your accounts and your data.

Small habits to build

Lock your screen whenever you step away from your desk

Why does this matter?

An unattended device can provide access to emails, work files, online accounts and other sensitive information in just a matter of seconds. Locking your screen helps prevent unauthorised access whenever you're away from your device.

How do you make it a habit?

Make locking your screen the very last thing you do before leaving your desk, even if you're only stepping away to grab a coffee. Use a keyboard shortcut where available. It takes just a second.

Lock your smartphone and tablet when you're not using them

Why does this matter?

What's worse, having your wallet or your unlocked smartphone stolen? Smartphones and tablets often contain just as much or even more sensitive information as a laptop. Think of payment services, personal details, family accounts and access to your entire digital life. Locking your device helps prevent that information from falling into the wrong hands.

How do you make it a habit?

Lock your device every time you put it down or put it away. Protect it with a strong PIN of at least six digits or use biometric authentication, such as fingerprint or facial recognition.

Keep your device with you when you're on the move

Why does this matter?

A laptop or smartphone left unattended, even briefly, can easily be lost or stolen. The consequences go beyond the device itself and may put the information stored on it at risk.

How do you make it a habit?

Take your device with you whenever you leave a room, even if it's only for a moment. When travelling, keep it in a secure place and never leave it unattended or visible in a car or public place.

Other good practices

Alongside these habits, a few simple security measures can help protect access to your devices:

- **Don't share your work device with others**, including colleagues, friends or family members. This helps protect both work-related information and your accounts.
- **Enable device tracking and remote lock or remote wipe features**. These can help you act quickly if your device is ever lost or stolen.
- **Report a lost or stolen work device immediately**, following your organisation's security procedures. The sooner the incident is reported, the sooner appropriate action can be taken.

SMALL HABITS. BIG IMPACT.



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