

Protecting Devices & Media

Top Eight Tips

When it comes to information storage, media can mean anything from computers and hard drives to printouts. Here are some top tips for protecting all forms of devices and information media.



Determine your priorities

Know what devices and media hold the most sensitive information, and stack your priorities accordingly. Some may need more protection than others.



Be familiar with the rules and regulations

Your organization and industry may have special regulations related to information handling. It's important to follow the special rules related to the devices, media and information you deal with.



Encrypt files and devices

Encryption encodes data so that it can't be read without a special password. Even if an attacker steals the whole device, they won't be able to read an encrypted file.



Lock up sensitive information

Media containing sensitive information should be locked up and carefully monitored. Keep a clean desk and don't leave papers or removable drives lying around.



Use strong passwords

Strong passwords are key to protecting devices and the information on them. Use long passwords and passphrases composed of uncommon words.



Keep your system and antivirus updated

An out-of-date device may have security flaws that attackers can exploit. Your software and antivirus should be updated regularly via official updates from the manufacturer.



Keep regular backups

In case of disaster, backups are a lifesaver! Important information should be copied onto an authorized and secure backup location and stored separately.



Destroy when no longer needed

At the end of the information life cycle, information should be destroyed when no longer needed.