

Laptop Security Guideline Point

- Ensure that the device you're using is protected by strong password, encryption, personal firewall, antivirus and up-to-date security patch updates.
- Have a good WIFI connection.
- Ensure to close the browser while exiting your remote desktop access session.
- Maintain data confidentiality.
- Do not share your password with any individual including your family members.
- Do not forward company or client-related emails even to your own personal email address.
- Do not store your company/client-related password anywhere.
- Do not engage in any activity that would be discriminatory, harassing, illegal and against your company/client.
- Do not misuse any admin access granted to you.
- Do not upload/download/print confidential information of your organization anywhere.
- Do not allow any individual to use the company's provided laptop and place/keep it at a secure place that has minimal exposure to friends/family.
- Never propagate, execute, introduce malicious programs to the laptop provided to you.
- Do not watch movies on company's provided laptop and do not download anything from websites such as well torrent etc.