

Laptop Security

Despite many warnings and thefts over recent years, organisations continue to leave laptops in exposed places from where they are stolen. The cost and time incurred to replace the laptop may be put down to a 'frustration' but the loss of important data, often of a confidential nature, may have severe commercial and reputational consequences.

Some simple loss prevention measures for laptops are:

- Always take laptops home wherever possible;
- If not possible to take home, then lock in a cupboard or safe in a room that has good external security and a monitored alarm system in place;
- Never leave a laptop in a position where it can be viewed or easily accessed from outside a building;
- Never leave a laptop in an unattended motor vehicle. Lock them in the boot wherever possible;
- Retain the serial numbers in case they are stolen;
- Do not leave laptops in unlocked, unattended places such as conference venues and meeting rooms;
- In respect of desk top computers, scanners and printers, secure them so they cannot be stolen or fall (causing injury) in an earthquake.