

Privacy Information Management

5

Simple Steps to Improve Workstation Security

1

Lock your screen with a simple keystroke (Windows + L) on PCs when you step away from your computer. Have a password protected screen saver when possible.

2

Shred papers that contain secure information such as names, dates of birth, SIN, OEN, medical information, home address / phone, emails, or any other identifying information. It will still be recycled!

3

Adopt a 'clean desk' model so that no personal or confidential information is left out. Store confidential information in locked filing cabinets and desk drawers.

4

Turn your monitor so that casual observers cannot view personal and confidential information. Turn over confidential papers when someone approaches your workspace.

5

Secure PED's (Personal Electronic Devices) at the end of the day.