



## Welcome to the February edition of "Oops!"

***"..offering a few People Security New Year's Resolutions".***

### The Secure Line...

Sometimes companies have the most sophisticated technical security in place but forget to implement the simplest of internal security checks. We know that the majority of fraud and opportunistic crime tends to be perpetuated by internal employees and yet whilst we ensure the back door is bolted with an array of complicated locks we leave the front door open. Largely because this is often seen as 'unsexy' it is rarely reported within magazines or on the internet. Indeed one article I came across the other day said, "We have been looking around for an example of a good Clean desk Policy and had been unable to find one - so we wrote our own". It is important to do the simple effective things well so this month we are focusing on some basic home principals.

This month's first article, **["The Desk Top Problem, to clear or not to Clear"](#)**, considers why the fundamental reasons behind this simple security initiative for single office and open plan offices. Wendy Goucher, senior associate stipulates some things to consider about leaving documents open to view and one or two tips to consider.

In our second article, **["Think before you take your laptop on that business trip abroad"](#)**, we present some unwelcome truths about carrying laptops abroad and some cautionary tales which some readers may find surprising in this day and age. There are as usual some golden rules and top tips and some 'watch outs' for countries as friendly as the United States.

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## The desk problem- To clear or not to clear!

Clear desk policy is common now, but can lead to complacency during the working day. In other environments there may be a keypad on the door so staff feel able to leave material out on desks overnight - but are the rooms cleaned?



In the days when offices had doors desks could be organized and businesslike, 'messy and chaotic' - in effect a reflection of the user in many cases. Looking around my desk I think I best not go too far in speculating as to the extent to which the desk is an extension of personality, I am much more organized than my desk. It is my colleagues and work, and a lack of general storage space that conspires to make it messy- honest!

Many organizations have clear desk policies and, from a security and data protection perspective this makes a lot of sense. However, how that phrase is interpreted varies and the extent to which it fulfils the purpose depends very much if that purpose is defined.

[Click here to read the full article.](#)

## Think before you take your laptop on that business trip abroad.

Tips and guidelines about what can happen at airports - where and how can you travel to places like China and still keep your secrets, secret.

Last time we went on holiday, not a common event

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it has to be said, there were times when both of us were sat by the pool with laptops working. In our defence, because of flight issues we were away nearly 3 weeks so it was reasonable, but the fact remains that we both took our laptops abroad. And this is increasingly the case, both on holiday as well as for business purposes. It is easy to forget the risks that we take, so I offer below a bit of guidance.

[Click here to read the full article.](#)