



# Laptop Security Tips

## Securing Your Laptop

Laptops are increasing in popularity for both business and personal use. The portability of laptops makes them extremely convenient. However, we must also be aware of the security risks from the loss or theft of laptops, and take proper precautions. The potential loss is twofold: the loss of the laptop and any confidential, sensitive or personal information that it may contain.

While we take steps to secure the data on your laptop by updating your software and encrypting your information, it is also very important for you to use strong passwords and physically protect your laptop. Laptops can easily be stolen from the locked trunk of a car, at an airport security checkpoint, at an Internet café, or even from a hotel room. Keep these tips in mind when you travel with your laptop:

## Do's and Don'ts

1. **Secure your laptop when unattended.** Attach the laptop with a security cable to something immovable or to a heavy piece of furniture when it is unattended.
2. **Don't store your password with your laptop.** You should secure your laptop with a strong password, but don't keep the password in the laptop case or on a piece of paper stuck to the laptop.
3. **Don't leave your laptop in your car.** Don't leave your laptop on the seat or even locked in the trunk. Locked cars are often the target of thieves.
4. **Don't store your laptop in checked luggage.** Never store your laptop in checked luggage. Always carry it with you.
5. **Keep track of your laptop when you go through airport screening.** Hold onto your laptop until the person in front of you has gone through the metal detector. Watch for your laptop to emerge from the screening equipment.
6. **Record identifying information and mark your equipment.** Record the make, model and serial number of the equipment and keep it in a separate location. Consider having the outside of the laptop case labeled with your Department's contact information.
7. **Backup your files.** Make a backup of your files before every trip. In the event that your laptop is lost or stolen, you will still have a copy of your data.

## My Laptop Was Stolen!

1. Report it immediately to the local authorities and your supervisor.
2. Notify the IT Service Desk at 916.440.7000 or 800.579.0874. Once a ticket has been opened, an ISO representative will contact you for further information.



### For More Information On Securing Your Laptop

<http://onguardonline.gov/laptop.html>

[www.us-cert.gov/cas/tips/ST04-017.html](http://www.us-cert.gov/cas/tips/ST04-017.html)

[www.scambusters.org/laptop.html](http://www.scambusters.org/laptop.html)

### Special Points of Interest

Coming soon the CDPH ISO website