

# Do's and don'ts for Office Working

## Do

- Ensure you lock (CTRL-ALT-DELETE) your desktop or laptop PC whenever your machine is left unattended
- Wear your company ID badge at all times
- Challenge anyone you do not recognise and / or who is not wearing appropriate ID
- Make sure you keep all Southwark Council owned equipment secure when you leave the office
- Ensure you have adequate security products installed on your equipment as per standards - these include, but may not be limited to, anti-virus and personal firewall software
- Remember that all acceptable usage policies apply
- Ensure that when connecting to Wi-Fi networks you connect only to valid, known networks, and only when you have permission - it is a criminal offence to use any wireless network without the owner's permission
- Ensure you dispose of confidential waste in the Red bins provided for this purpose - if you have ANY hardware which is to be disposed of (inc. CD's, USB's, Laptops, Phones, Photocopiers, etc.), contact IT support to arrange for secure disposal through Southwark Council preferred suppliers

## Do not

- Use personal equipment eg laptops without permission - should you notice anyone e.g. contractors/temps/visitors using non-Southwark Council equipment on our networks, inform IT Support immediately.
- Use the internet or email excessively for personal use - reasonable but limited personal use of email may be possible with the prior agreement of your line manager (personal use is not exempt from monitoring, disclosure or any of the Southwark Council Email security policies)
- Use your own personal mobile device, e.g. iPhone to access Southwark Council email or other resources
- Leave confidential documents lying around your desk, even if you are only going to be away for a short while
- 'Tailgate' other people through secure barriers - remember to swipe your access card through the relevant reader any time you enter or leave the area
- Leave documents lying on desks / printers / photocopiers / scanners / whiteboards and flipcharts during office hours, and particularly at the end of the day

Should you have any questions, please contact the Information Security Team

