Ministry of Justice

Coming back **securely.**

Back to the office

Security checklist

As lockdown restrictions ease, people are gradually starting to return to the workplace. Below provides a helpful reminder and checklist of the key security behaviours expected of all civil servants.

✓ Use a privacy screen whilst working in a public place

✓ Use headphones whilst taking calls

✓ Be mindful of your surroundings when speaking

✓ Dispose of all paperwork securely

✓ Wear your ID badge throughout the office building

✓ Lock your screens whenever away from your desk

✓ Collect printed materials promptly, and dispose of documents in Confidential waste bins

✓ Report all security incidents promptly

✗ Allow anyone to use your devices

✗ Share your password

✗ Leave documents on a printer

✗ Leave sensitive paperwork unattended

✗ Send work to your personal devices

✗ Allow anybody to access a building / secure floor without using their Security pass (i.e. Tailgating)

✗ Allow someone else to use your Security pass

✗ Wear your ID badge outside of the office

OVERSEEN
Can your computer or work be overseen?

OVERHEARD
Can your conversation be overheard?

OVERSHARED
Are you oversharing confidential information?