#MacBook

Any User of an Ministry of Justice (MoJ)-supplied MacBook must ensure they comply with this policy, to ensure that security is not compromised when using these devices.

These Policies are supplementary to the GOV.UK and MoJ Enterprise policies, procedures and guidance.

If you are unsure about any of the requirements or content, [ask for help](#contact-details).

##Policies

* You must not share your login details or password with anyone under any circumstances.
* You must change your password if you suspect it has been compromised, or if instructed to do so by your line manager or other authorised individual.
* You must not attempt to access any other person’s data unless you have been authorised to do so.
* You must only collaborate with authorised personnel.
* [Get help](#Xbb07d12fea49fbb5b3e8df93e92f1bfa0e2d2a2) if you are subjected to any security incident, or suspect you might be.
* You must logoff or lock your computer when leaving it unattended.
* You must keep your MoJ Digital& Technology equipment close to you and in sight at all times when in public areas.

##Top things to remember

You are responsible and accountable for the security of your MoJ equipment at all times.

If you don’t think you should do something, you probably shouldn’t. If in doubt, [always seek advice](#contact-details).

##General enquiries, including theft and loss

**Technology Service Desk** - including DOM1/Quantum, and Digital & Technology Digital Service Desk. Use one of the following two methods for contacting service desk:

* Tel: 0800 917 5148
* [MoJ Service Portal](https://mojprod.service-now.com/moj_sp)

**Note:** The previous itservicedesk@justice.gov.uk and servicedesk@digital.justice.gov.uk email addresses are no longer being monitored.

**Note:** Use of the Digital & Technology Digital Service Desk Slack channel (#digitalservicedesk) is being withdrawn, and should be avoided.

**HMPPS Information & security:**

* Email: [informationmgmtsecurity@justice.gov.uk](mailto:informationmgmtsecurity@justice.gov.uk)
* Tel: 0203 334 0324

##Contacts

For any further questions relating to security, contact: [security@justice.gov.uk](mailto:security@justice.gov.uk), or for security advice, contact the [Cyber Assistance Team](mailto:CyberConsultancy@digital.justice.gov.uk).

##Feedback

If you have any questions or comments about this guidance, such as suggestions for improvements, please contact: [IT policy content](mailto:itpolicycontent@digital.justice.gov.uk).