Physical Security measures for the Service Desk:

* Devices are labeled with the customer’s name and phone number.
* Devices are not left alone where anyone else can access them.
* Every door is locked when the building is not occupied.
* Inventory will be kept of devices left with us.

Cyber Security measures for the Service Desk:

* Don’t use wireless Internet that you don’t know.
* Try to use a wired connection as much as possible.
* All computers are equipped with antivirus software.
* Don’t follow links from external sources.