Open**Tangerine**
Security rules of thumb

Always have in mind security best practices, standards and privacy policy.

All computers have to use encryption for company related resources.

Disable automatic login, require a password when waking computer from sleep, set computer to automatic lock after 15 inactive minutes.

Turn on encryption on all sites you visit - especially services like Gmail.

Use long, unique, generated password - use software to manage them.

Store credentials and any critical data with appropriate software.

Using phone for any company related tasks, make sure your phone is secured - uses lock codes and if possible can be wiped out remotely.

TEAM MEMBER SIGNATURE