

# PASSWORD AND SCREEN LOCKING POLICY

Information security is the responsibility of everybody. Please help us keep the people, assets and information that Wilson James is responsible for safe by practising basic password safety and locking your screen when away from your desk.

## PROTECT YOUR PASSWORD:



Make sure you use different passwords for your work and personal accounts.



Be sure no one watches when you enter your password.



Try to avoid entering passwords on computers you don't control (like computers at an Internet café or library).



Keep your passwords safe by keeping them to yourself.



Avoid entering passwords when using unsecured Wi-Fi connections (like at the airport or coffee shop)—hackers can intercept your passwords and data over this unsecured connection.



Avoid using obvious personal information in passwords.



If you suspect a password has been compromised, change it!

**IF YOU STEP AWAY FROM YOUR DESK OR DEVICE, EVEN FOR JUST A SHORT TIME, ALWAYS LOCK YOUR SCREEN!**