

COMMERCE PLACE EDMONTON SECURITY



COMPUTER SECURITY

GENERAL INFORMATION PROTECTION

GENERAL

Computer hardware represents significant investment for any commercial facility and are easily targeted because of their lightweight, concealability, and value. Outlined are some preventive measures to reduce the risk of computer theft:

- Alarming devices can be installed directly to the computer and the monitor so that any attempt to remove the equipment will be detected.
- A number of computers can be hooked together with a single wire, which creates a complete circuit. If the wire protecting the units is cut or removed, an alarm sounds.
- Non-electric devices include, anchoring devices that secure the equipment to the desk or table. These devices require no electric supply or monitoring table.
- Keep a copy of serial numbers in a safe place

INFORMATION PROTECTION

Store data on a file server with effective, well-administered user access controls. The server must be physically protected against unauthorized access. Data links between the server and the workstations must be encrypted. Workstations on which the data are processed in the clear must be protected against visual observation. Back-up storage media must be protected by, effective, well-administered access control.

Store the data on a stand alone PC that is suitably secured when not in use.

Encrypt the data using a suitable encryption system with an effective, well administered, encryption key management system. Encryption systems should include a key recovery capability. The workstations or PCs on which the data are processed in the clear must also be protected against casual visual observation.

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PASSWORD PROTECTION

All workstations and servers should be password protected to prevent unauthorized use.

Password creation tips:

Never use personal information as a password such as phone numbers or birthdays.

Use a combination of letters and numbers.

Never share a password with co-workers.

Do not write down your password.

Change your password frequently.