



Security Tips

Computer Security Tips



Lock your device when unattended.

This protects company information and prevents your account from being misused.

Choose a strong password.

Make it easy to remember, but avoid using obvious names, dates, or addresses. Use over 10 characters including a mixture of uppercase and lowercase letters, symbols, and numbers.

Don't store files on personal devices or in personal emails.

Personal devices and services are not subject to the same security measures as your company's IT systems. Any work-related information stored on them can be comprised without the company being aware of the security breach.

Don't leave sensitive printouts lying around.

Company information needs to remain hidden from visitors and unauthorised viewers.

Ensure that files are backed up.

Save files in the correct folder so they can be backed up. If you are unsure where this is, Saxons will instruct you on where to save your work files. Most Saxons clients use Microsoft OneDrive.

Report lost or stolen devices.

The sooner the IT team knows about missing devices, the faster they can assess the risk and take precautionary measures.

Report suspicious activity.

If something doesn't seem right on any of your devices or accounts, notify Saxons IT immediately. It's important for IT teams to be aware of a threat as soon as possible.