

## Remote/Satellite Offices

- *Business Centers*
- *Telework Stations*

## In Transit

- Surface transportation hubs
- Rental cars, taxis, buses, metro trains, rickshaws & other public transportation

## Air Travel

- *Baggage Check*

**NEVER EVER** check your laptop with your luggage.

- *Airport Security Checkpoints*

Do not send your laptop through the airport X-ray conveyor belt UNTIL it's your turn to walk through the metal detector. Keep your eye on your laptop as it goes through screening and pick it up promptly.

- *On Board*

Store the laptop under the seat in front of you and **NOT** in the overhead bin.

## Using Laptops in Public Areas

### Protecting your Screen

**Be cautious** Avoid displaying private or confidential information in any public place.

## When Flying

A survey of 600 American Airline



travelers found that more than 1/3 admitted looking at the screen of the person sitting next to them. Most are checking to see **what** their fellow passenger is doing; some are more interested to see **who** they are working for.

## What to Do in Case of Loss

### If your Laptop is Lost or Stolen...

**Report the incident IMMEDIATELY**

### At Work

- Notify your supervisor & Laboratory security.
- Provide identifying data & details of the loss/theft for the report.

### On Travel

- Notify law enforcement at the location where the laptop went missing.

**Do Not Wait  
until you return to the  
Laboratory**

- Provide as much information as possible for the report:
  - ▶ Laptop manufacturer, model & serial number
  - ▶ Circumstances around the loss
- Forward a copy to Laboratory security AND to your
- Division Property Representative as soon as possible.

## Resources

### Computer Protection Program

<http://www.lbl.gov/IT/Security/guidelinesloststolenproperty.html>

### Division Property Staff

<http://www.lbl.gov/Workplace/CFO/assets/docs/pro/prty/DivPropRep.pdf>

# Lawrence Berkeley National Laboratory

## Property Management Group

## Protecting Laptops

## Against Loss or Theft

July 1, 2009



## Protecting Laptops & Data



### What You Should Know

*Laptops are stolen for two reasons*

- ▶ *Market Value of the computer itself*
  - Very easy to sell
- ▶ *Value to Intelligence collectors*  
*Concentration of valuable information in one accessible place*
  - PII (Personally Identifiable Information)
  - Proprietary & financial information
  - Network, contacts
  - Research findings
  - Other sensitive & confidential data

### Cybercrime

- Launch and broadcast "crimeware"  
*Malicious code deployed for profit or networked destruction*

***Laptop Theft  
is almost always avoidable***

## What You Should Do

### Prepare

- *Never display passwords or contact information on the laptop or case.*
- *Record the laptop serial number & store it in a safe place.*
- *Backup your data before you travel.*

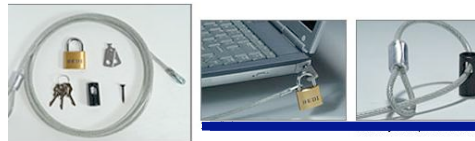
### Be Aware

*Compact size, generic appearance & portability of laptops = easy grab & go*

- *Never assume your laptop will be safe just sitting around.*
- *ALWAYS know where your laptop is.*

## Protecting your Laptop at Work

*The Key to Protecting your Laptop—  
Lock it up*



*Use cable locks whenever possible*



*\* Use a docking station*

*\* Lock it in a desk drawer or filing cabinet*



*\* Lock the door to your office*



## Protecting Your Laptop Offsite

*Never let a laptop out of your sight in an airport or other public area. If you set it down while checking in at the airport counter or hotel registration desk, lean it against your leg, hold it between your feet, wear it in a shoulder bag, so that you can FEEL its presence.*

*Some locations where your laptop is particularly vulnerable to theft:*

### Your Vehicle

#### Don't

*...Leave the laptop on the seat or floor where it is easily visible.*

#### Don't

*...Forget to lock your vehicle.  
In less than 10 seconds your laptop could be gone. If you leave your vehicle, even briefly—lock it.*

#### Don't

*...Wait till you are at your destination before placing the laptop in the trunk. Place it in the trunk or other hidden place in the vehicle before you start to drive.*

### Hotels

- Room

*When you leave your room, store the laptop in the safe provided by the hotel.*

- Convention/Conference Rooms

*No matter how tempting, don't leave your laptop in a "common room." It isn't worth the risk.*

**Know where your laptop is at all times**

**Protect the Laboratory & your data too**

**Follow Cyber Security guidelines**