

Security Spot Light

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An Informational Guide for Security Clients

**Technology Savvy,
Technology Safe**

Technology has become ubiquitous in our lives. Resolve to be cyber-savvy and protect digital interactions from would-be thieves, hackers and others who would use your private information for their own gain. Use the New Year as an opportunity to assess your digital security posture.

Reset passwords for all digital logins. Although this may seem daunting and tedious, it is a proactive action that helps keep ahead of would-be criminals. Remember to change passwords for devices and applications, including email, websites, mobile devices and even home and office security codes. The more complex the password, the more secure it is.

Review social media privacy settings. Be aware of changes in terms of service and how your information is stored and used. Companies sometimes change applications in ways that leave your "private" information vulnerable to public view.

**Safeguarding American Assets
at Home & Abroad**



Resolutions to Help Make the New Year Safer and More Secure

Each New Year is an opportunity to revisit personal habits and routines and resolve to make improvements. Paragon encourages you to keep security in mind when making resolutions. Start the year strong by evaluating your digital and physical security habits. Modify them as needed and resolve to reexamine them at least once a year as a reminder that this is an on-going process.

Resolve to Help Keep the Workplace Safe

In addition to digital safety, take time to assess potential threats in the office setting. As part of the New Year's safety resolution, consider these opportunities to enhance physical safety at work.

Review your company's emergency protocols. Familiarize yourself with the types of action plans and the response expected from you for each. Make note of the type of incident and the type of response that is required—such as a reported fire versus a bomb threat. If there is a rally point outside the building for emergencies requiring an evacuation, annual evacuation drills are recommended to ensure everyone knows what to do and where to go.

Evaluate your routines when coming and going at work. Use the main entrance and avoid rear or secluded exits. Maintain situational awareness when walking in a parking lot. Consider using the buddy system when returning to your car at night.

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Technology Savvy, Technology Safe (continued)

Keep software, anti-spyware and malware programs up to date. Failure to do so can leave you vulnerable to an attack, hack, or virus. Check all electronic devices to be sure they are running the current version.

If you have not created a backup of important files lately, the new year is a good time to do so.

Information can be backed up to the cloud or an external hard drive. Security experts recommend the 3-2-1 format. Keep three copies, in two different formats and store one off-site. This provides you with multiple formats from which to access the saved information and can help protect you financially and professionally.

Finally, set your computer to lock the screen after more than two minutes of inactivity and remember to shut down your computer when you are away from the office or leaving for the day. This prevents anyone from accessing your computer remotely via the internet and hinders unauthorized access to your computer and any sensitive files on it when you're away from your desk or workstation.

Minimize predictability by varying your routine, routes and times. Try to park in well-lit areas, away from large vehicles that obscure your view. Wait until you are next to your vehicle before unlocking it and re-lock the doors as soon as you get in, keeping windows closed until your vehicle is moving. If your vehicle was left unlocked, check it carefully before entering to make sure no one is hiding in the back seat. Parking lots and garages are favored by criminals because they offer many places to hide, and escape is relatively easy after a crime.

Lock up your belongings and workstation whenever you leave your office. This simple action acts as a deterrent and can help reduce the chance of theft. At a minimum, this should be done when you will be away for an extended period and at the end of the day. Hard copies of documents and other sensitive corporate materials should be secured to help reduce the risk of corporate espionage. Protecting intellectual property is important to maintaining a competitive edge. Stolen files can also indirectly negatively impact business if it results in layoffs because of lost business. Finally, examine your company's visitor policies. Being able to

differentiate employees from visitors and service providers and knowing where they are permitted to go will help make the work site safer. Never allow anyone to piggyback into the building. If you observe another person attempting to enter the facility in this manner, always ask to see their company identification if it is not visible. Being knowledgeable about your company's policies and badge system, will help you remain vigilant help minimize opportunities for theft and other potential threats.

Plan for a Safe, Secure New Year

Paragon wishes you a Happy New Year and reminds you that the value of Vigilance should not be taken for granted. By being proactive and remaining vigilant in our digital and physical workplaces, we help improve our overall security position. Best wishes for a safe and happy 2021!

