

enterprise privacy office

PRIVACY AND PHYSICAL SECURITY

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» **Good physical security is an important component of information privacy. Listed below are some tips to help you safeguard sensitive information as you go about your daily work activities.**

- **Badges.** Always wear your ID badge while on duty. Do not wear your badge when off-duty or away from work premises, unless required to do so by your employer. Your badge identifies you as someone who may have access to sensitive data and secured locations.
- **Computer Screens.** Place your computer screen facing away from public view.
- **Visitors.** Whenever possible, meet with visitors in areas that do not contain sensitive information. Never leave visitors unattended in work spaces in which they may be able to access sensitive information. Consider reviewing visitor logs periodically for any abnormalities.
- **Doors.** Do not unlock or prop open doors, which could lead to unauthorized access to sensitive information. Also, watch out for unauthorized persons tailgating behind you when entering access-restricted areas. Play it safe, and require persons behind you to swipe in.
- **Conversations.** Do not discuss sensitive information in unsecured areas, such as restrooms, hallways, or elevators.
- **Physical Access Privileges.** Periodically review lists of employees, contractors, and vendors, who have physical access privileges. Review, and confirm, that these individuals need information and items, such as keys, facility security codes, and ID badge access codes. Communicate closely with your Agency Human Resources Department to promptly remove access privileges from staff leaving the organization and to revise privileges for staff transferring to new roles within the organization.



PRIVACY POWER -UP !

What Are

Privacy Power-Ups?

- Tips to **ENERGIZE** privacy program implementation
- Pointers on information privacy safeguards, training techniques, and compliance activities
- Synopses of privacy hot topics, research, and technologies
- Tools for Agency privacy liaisons to increase privacy awareness and establish information privacy protections