

# REFERENCE SHEET

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## PROTECTING YOUR PERSONAL MOBILE DEVICE

### Purpose of the document

**Provide advice on using a personal mobile device securely.**

Mobile devices are most frequently lost or stolen in public places. These devices may contain sensitive information and data, so it's vital to protect information about the company and its clients.

**Document intended for:** The company's employees and managers

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### Recommendations

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- Configure your security settings (complex password, etc.).
- Lock your mobile device when you're away.
- Install only applications from reliable sources (e.g. App Store, Google Play).



- Use, access and save confidential information only in applications authorized by the company.



- Have a defined procedure in case your device is lost or stolen.



- Don't discuss or consult sensitive company information in a public place.
- Don't take photos of sensitive company information.
- Don't exchange sensitive company information via unauthorized cloud services, personal email, or text message.