Physical Security

Cyber attacks are the most common attack against your data and our organization. However, we must remember that bad guys also exist in the real world. While not as common, physical attacks against our information can have far greater impact.
So far, most of the risks we have discussed have been cyber-based attacks. These are attacks committed by people from around the world sitting behind their computer. However, we also cannot forget the physical world. Sometimes it may be easier for someone to simply walk into one of our facilities and physically steal our information. In addition, while physical attacks against our data are less common, they can have a far greater impact when they do happen.

Solution

Physical security is often one of the most challenging risks to an organization. One reason for this is there are often many people walking in and out of our facilities, including contractors, vendors and visitors. To help protect our organization against physical threats, we need your help with the following situations.

Disposing of Confidential Documents

One of the simplest ways for someone to steal confidential documents is to look in our garbage. People do not often think about their disposed documents. These items can be confidential documents, personal photographs, legal and accounting spreadsheets, trade secrets or proprietary information. By simply looking in our dumpsters, an attacker can find a treasure trove of sensitive documents. In fact, this attack has become so common that there is even a term used to describe it -- dumpster diving. This is when a criminal (often at night or while pretending to be a janitor) will search through our garbage to look for any sensitive documents or information. To protect yourself and our organization, ensure you dispose all confidential documents in designated bins designed for collecting such documents. This ensures the documents are shredded and destroyed according to our procedures.

Identification Badges

Always be sure to wear your identification badge when in our facilities. In addition, always stop and ask individuals without an identification badge to identify who they are and kindly escort them to the front desk so they can register with security. If you open a door that requires badge access, utilizes locks or leads outdoors, always close the door behind you. This helps to ensure unauthorized personnel cannot access our building due to someone else’s mistake. In addition, when you enter a room that requires an access card, be sure anyone else entering also uses their access card. A common attack for criminals is to follow you, pretending to be another employee. This attack is so common it also has its own name: drafting.

Your Desk

Unfortunately, our security team cannot stop all the bad guys. Sometimes an attacker can bypass security and gain access to our building. We might even have unethical contractors or cleaning staff looking for highly confidential information in our building. To protect against these types of threats, always lock up any
sensitive documents or valuable items when you leave your desk. If you are leaving your computer, make sure the screen is locked and password protected. Once again, this ensures both authorized and unauthorized individuals cannot access your computer.

**Keeping Track of Your Devices**

Finally, you may not realize it, but one of the most common ways your data can be compromised is from lost or stolen devices, such as your laptop or smartphone. As such, always double check and make sure you have all of your devices with you when traveling, like when you go through airport security, check out of your hotel room or leave a taxi or airplane. To protect against criminals, make sure you always secure your devices when you are away from them. For example, if you leave your laptop or mobile device in your car, be sure you secure them in the trunk.

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**The Repairman**

One of the simplest ways for an attacker to gain access to our facilities is to pretend to be something or someone you might trust. For example, a criminal could enter our building pretending to be a pizza deliveryman or the copier repairman. Since we regularly expect to see these people, you may not feel a need to make sure they have been checked by security. These attackers can even fool us into helping them by asking us to open a door for them or answering questions they may have.

Please remember that everyone in our building should have an identification badge, regardless if they are an employee, contractor or vendor. If they do not have an identification badge, please escort them to the front desk or security.