

.02 Confidentiality - Information Security - Physical security

Observe the following security precautions:

- Lock file cabinets containing confidential information.
- Secure file rooms; close and lock the door.
- Do not leave confidential information in places where the public can access it, such as the following:
 - On printers
 - On desks
 - On top of file cabinets

ARCHIVED (Valid until 09/09/19)