

# Physical security

INFOSEC

## What does physical security have to do with cybersecurity?

The security of the building, the office and the server room is important. If someone can access the building, they could steal documents, copy passwords and even insert malware right into the company network.



## But what can I do? I'm not in charge of security.

Plenty! You can keep control of your work area. Make sure that any sensitive documents are locked up and shred them when they're no longer needed. And watch out for people tailgating into the building.



## Why should I shred my papers?

Dumpster-diving is when an attacker goes through a person's or organization's garbage for useful things, like documents containing sensitive information. Always destroy papers before they're discarded, and hand electronics and removable media over to IT for erasing.



## Tailgating into the building?

In security, "tailgating" is a term for when an unauthorized person follows an authorized person into a secure area. The classic example is when an attacker pretends to have lost their key and asks someone else to let them in.



## What's shoulder-surfing?

Shoulder-surfing is when someone spies on you when you are accessing confidential information. Always watch for who's watching you!



## What's one thing I can do to ensure physical security right now?

Make it a habit to straighten up your desk every day. Five minutes before you leave, make sure your area is clean and lock up any sensitive documents and drives. Making security part of your routine will make a big difference in overall safety.

