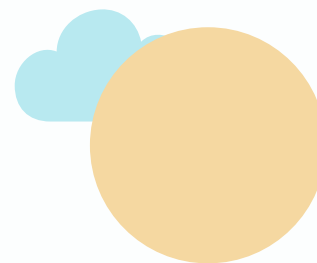












TRAVEL ADVICE




BEFORE YOU GO

-  Set a strong password or pin on all devices
-  Encrypt your devices if carrying confidential information
-  Install the latest security patches
-  Use anti-virus software

WHILE YOU ARE AWAY

-  Never use public computers when accessing work information
-  Use the staff VPN when connecting to untrusted hotspots
-  Never leave your devices unattended
-  Restrict your use of social media. Don't let strangers know you are away

WHEN YOU RETURN

-  Change your password

**IT SECURITY
AND YOU**

