



## Protect Against Prying Eyes

- Working on an important document at your workstation? Don't leave it vulnerable to unauthorized access, identity theft or misuse.
- Before you leave your workspace, secure sensitive and sensitive-enhanced information. Place documents in a locked desk or file cabinet, in a room with a key or combination or electronic lock, or in an approved media storage area.

Be conscientious in protecting your workstation against theft and misuse.

That's smart business.