

Crime Prevention Tip

Yonkers Police Department



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Protecting Company Information

Yonkers Police Protecting Company Information Tips

- Think before talking about the details of your job or working on sensitive projects in public places such as restaurants, airplanes, classrooms, and gyms.
- Know who's on the other end of the line -- telephone, modem, fax -- before giving out any sensitive information. It could be a competitor or trade journalist looking for helpful employees who are too eager to give out information about their employer.
- Keep your work area clear. When you'll be gone for a few hours and at the end of the day, put your papers in a drawer or file cabinet.
- Think about what's on a piece of paper before you toss it into the trash. If it's sensitive information, tear it up or use a shredder.
- Challenge strangers who enter your work area. Call a supervisor or security for help.
- Protect identification badges, office keys, and codes as you would your own credit cards and keys. When you're away from the office, don't let anyone see or overhear your phone card codes.
- Use the password system on your computer to prohibit unauthorized users from accessing your computer. Avoid using personal information and change your pass word frequently.
- Don't send confidential or personal information on your e-mail system.