

RESEARCH

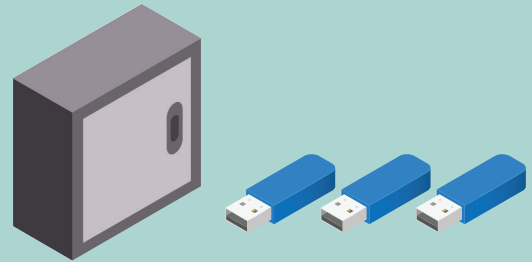
@ SINGHEALTH DUKE-NUS
ACADEMIC MEDICAL CENTRE

IT SECURITY AWARENESS



USB Storage Protection

- Only approved encrypted USB storage devices should be used to transfer research files
- Store all USB storage devices in locked drawers when not in use; no storage devices should be left slotted in computers or laptops unattended
- Protect against any loss, damage or theft



Protecting Confidential Data

- Work laptops must be secured with laptop security cable lock and password locked when not in use
- No confidential information should be transferred, downloaded, or stored in personal laptops
- Do not post or store confidential data online
- Do not leave confidential data in electronic or physical form on printers, photocopiers, waste bins etc.



Report Suspicious Events

- Think someone have stolen data from your PC?
- Suspect malware in your PC?
- Loss, theft or damage of IT resources?
- Think your laptop is compromised?

Contact IT Helpdesk!

Contact : 1800 666 7777

Email : it.helpdesk@singhealth.com.sg

● All staff must be aware of the current IT policies in both Infopedia and Docupedia ●

Look out for email communications and keep yourself updated.