



## QUICK REFERENCE

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### USING PERSONAL MOBILE DEVICES SECURELY

## Objective

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**Provide information for using personal mobile devices securely.**

Mobile devices are frequently stolen or lost in public places. Because these devices sometimes contain sensitive information and data, any information linked to the company and clients must be protected at all costs.

**Target recipient:** Everyone

**Last update:** 2017-06

## Recommendations

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- Configure the security settings (complex password, etc.).
- Lock your mobile device when you're away.
- Install only applications from reliable sources (e.g., App Store or Google Play).



- Use, access and save sensitive information only through applications authorized by the company.



- Have a defined procedure in case of loss or theft of the device.



- Don't consult or discuss confidential company information in a public place.
- Don't take photos of confidential information about the company.
- Don't share sensitive information on an unauthorized cloud file-sharing service, personal email or SMS.