Data#3 | HP

HOW TO KEEP YOUR DEVICE CLEAN AND SECURE

Keeping workplace devices clean and secure has never been more important, not just to reduce the spread of germs, but also to secure and protect critical data stored on mobile devices.

DID YOU KNOW?

A British study found that devices harbour far more units of bacteria than a toilet seat[1]

Tablet
600 units

Phone
140 units

Toilet seat
<20 units

How to keep your devices clean

Follow these quick steps to maintain a healthy work environment by regularly sanitising shared devices. Check your device is designed to handle disinfectant before following the guidelines set out below.

What you'll need

Disposable latex gloves

Microfibre cloth
Do not use fibrous materials, such as paper towels

CDC-recommended disinfectant or alcohol solution
70% isopropyl alcohol and 30% water

1. **Gloves:** Put on your disposable gloves

2. **Unplug:** Unplug your device from power or peripheral devices, and for wireless items such as keyboards, remove any batteries.

3. **Cloth:** Lightly moisten your cloth with either disinfectant or alcohol solution. Do not spray liquids directly onto the device.

4. **Top to Bottom:** Gently wipe the moistened cloth on the display in one direction, from top to bottom.

5. **Keep Wiping:** Continue to wipe all other external surfaces – avoiding moisture dripping into areas such as keyboards, display panels or USB ports.

6. **Got it all?** Don't neglect to clean any flexible cables such as power, keyboard and USB cables.

7. **Air Dry:** Once finished, ensure surfaces have completely air-dried before turning the device on.

8. **Clean Again:** After disinfecting, copier/scanner glass should be cleaned again using an office glass cleaner, sprayed onto a clean cloth to remove streaking and avoid copy quality defects.

9. **Wash Your Hands!** Discard gloves and immediately wash your hands.

47% of companies see over a 200% return on their privacy spend.[2]

46% of customers feel they've lost control over their own data.[3]

DID YOU KNOW?
Health service providers have the highest number of data breaches of any industry in Australia.[4]

QUICK TIPS
- Generally, devices should be cleaned a maximum of 3-5 times per day (unless otherwise stated).
- Never clean a product while it is powered on or plugged in.
- Do not use household cleaners and soap to clean your device as they break down a screen's 'oleophobic coating' - which keeps your screen fingerprint and moisture-free.

Keeping your devices and data secure

Consider these additional measures, to ensure data security and confidentiality is maintained anywhere, anytime.

Safely collect customer data
Understanding who could access sensitive information and applying appropriate authentication and authorisation policies is important to limit access only to those who need it. To support this, you need a device that's configured to instantly protect from the point of data collection to storage.

Shield your screen
Avoid prying eyes by investing in devices that use integrated privacy screens to protect against visual hacking.

Authenticate more
Strengthen identity security and prevent fraudulent logins with up to 3 authentication factors built into your devices.

Trap and delete malware
Look for devices that intuitively protect against malware, ransomware, or virus infections. If this is not imbedded, add the appropriate layers of security to ensure you have 360 degrees of protection.

Automate security
Consider devices that automatically detect, stop, and recover from a BIOS attack or corruption without IT intervention.

Enforce hardware protection
Purchase devices that include in-built security to keep your critical applications and processes running, no matter what happens.

Restore devices quickly
Eliminate software-based malware by using devices that can be quickly and securely restored to the latest image.

[1] Health eNews (2014), How dirty are your gadgets?
[2] Cisco (2020), From Privacy to Prot: Achieving Positive Returns on Privacy Investments.
[3] Data Privacy Manager (2020), 100 Data Privacy and Data Security statistics for 2020.
[4] OAIC (2020), Notifiable Data Breaches Report: January–June 2020.