



## Security

### Computer Equipment Protection

Computer equipment, particularly laptop computers and high value units, is of considerable attraction to thieves. In addition, the premises computer suite containing the mainframe or main servers is likely to be critical to the operation of the business. Loss of such equipment and sensitive data contained on the hard drive may have a severe commercial and financial effect on the business.

Protection against computer equipment theft is achieved by assessing and addressing the management issues and the security protections of the premises.

#### Managing the Risk

Controls generally fall into two categories, which are:

**Human element** - relating to the management procedures primarily aimed at reducing the likelihood of an event occurring or how to react in the event of an emergency.

**Physical element** - relating to protection or design principles aimed at reducing or mitigating the effect of an event occurring or how to react to an emergency event, should an incident occur.

The following issues should be considered in respect of computer security:

#### Human Element

- Undertake risk assessments to identify threats.
- Visitors and contractors: access and movement throughout the premises should be strictly supervised and controlled.
- Staff should be encouraged to challenge unknown individuals who are on the premises.
- Laptop computers, if left on the premises overnight, should be placed in a secure store or cabinet.
- Laptop computers should not be left unattended in vehicles at any time, even in the boot, and this should form written Company policy.

#### Physical Element

- The computer suite should be carefully sited within the premises, preferably above ground level, with no readily accessible windows.
- **Physical security**: protections should be robust and adequate for the risk, in accordance with advice given in this Insight guide.
- **Intruder alarm system**: an approved system should be installed and set, providing comprehensive coverage and off-site notification as detailed in this Riskfix guide.
- Closed circuit television (CCTV) surveillance, as detailed in this Riskfix guide, can form an important element of the integrated security package. CCTV can act as a deterrent to potential arsonists, and can also provide vital evidence of identification.
- High value computer equipment should be fitted with proprietary lockdown devices conforming to the appropriate Security Category of Loss Prevention Council Standard LPS1214 Issue 2.2: 2014, unless directly protected by an approved intruder alarm as above.

For further information please contact your local AIG risk engineer.

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