

Protecting Information (Physical Risks)

Identify physical information security risks to keep your organisation secure



Course Overview

Previously titled 'Is Your Information Secure?'.

This course is set in our Take 5 microlearning format and contains a single module.

The interactive course starts with a tour of a typical office, its filing systems, printing station and workstations. Learners must take a closer look to correctly spot the lapses in information security and recognise the potential risks.

Along the way, learners will understand the importance of information security in the workplace and how they can contribute to securing business information and assets.

Key Learning Points

- How to keep hard-copy information secure
- How to raise awareness on the use of confidential or personal files
- How to protect information when away from your desk
- Securing mobile devices, such as laptops, tablets, and mobile phones
- Importance of locking away or encrypting portable storage devices
- Importance of shredding confidential documents

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[Technical Requirements](#)

Guide Pricing

1+ Licenses	£29 per learner
11+ Licenses	£25 per learner
21+ Licenses	£20 per learner
51+ Licenses	£15 per learner
101+ Licenses	£10 per learner
*guide prices are per learner, per year	

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