

corporate travel management



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SECURITY MEASURES

Hand out these data security tips to your travellers.

You can find a downloadable version at ignitemag.ca/corporate_travel/datasecurity.

- Don't use public Wi-Fi networks (no, not even those upscale coffee shop ones) if you can avoid them; there's no way to gauge how secure they are.
- Never leave your phone, laptop or tablet unattended even for a second; carry it in your pocket, purse or briefcase at all times.
- Back up data on your corporate file server, a USB key, external hard drive or cloud-based storage service like Google Drive, iCloud or Dropbox.
- Use strong passwords (combining letters, numbers, upper and lower case characters) on all your mobile devices and change them up every few months.
- Use a virtual private network (VPN) for all business activities, if your company has one; it encrypts all data that flows over the Internet between your device and your company.
- Deploy mobile security software on your devices; offered by major vendors like McAfee, Symantec and Kaspersky, this software can encrypt data on your devices and scan for bad stuff like viruses and malware.
- Use the highest security setting on your e-mail and social media accounts; Gmail, for example, gives you the option of only allowing you to log into your Gmail account over encrypted networks.
- Use the corporate security features built into many of the newer smartphones; i.e., the Balance feature on BlackBerry's Z10 and Q10 phones can keep your work data separate from your personal content.
- Make sure any cloud-based service you use on your mobile devices offers data encryption and has servers located in Canada (data stored outside Canada isn't protected by Canadian data security and privacy laws).
- Consider mobile device management (MDM) software; it allows companies to encrypt data on staff devices, control access to their corporate network, deny access to certain apps, track and lock down lost or stolen devices, and remotely wipe corporate data from them if necessary. *

INSPIRATION MEETS HERE

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