

CRACKING THE VOICE MAIL OR PBX SYSTEM

Remote access and voice mail features of PBX (private branch exchange) systems make them vulnerable to con artists who specialize in toll card fraud. To stop these thieves from running up phone bills on your company's account:

- ✓ Change your access code frequently, and use longer codes.
- ✓ Treat your phone password like your computer password — with extreme care!
- ✓ When you're away from the office, don't let anyone see or overhear your phone card codes.

WHEN YOU TRAVEL ON BUSINESS...

- ✓ Resist discussing your job with the friendly person next to you.
- ✓ Avoid the temptation to work on sensitive projects in public places like restaurants and planes.
- ✓ When you leave your car or hotel room, put company information in a secure place or take it with you.
- ✓ Be sensitive to conducting confidential business on the phone, including cellular phones.

A FINAL NOTE

When you were hired, you may have signed an agreement regarding the protection of proprietary information. This is a legally and ethically binding contract between you and the company — take it seriously!

Crime Prevention Tips From
National Crime Prevention Council
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and

KEEPING INSIDER INFORMATION INSIDE



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**TAKE A BITE OUT OF
CRIME**

Developed by the
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What's a company's most valuable property? Not buildings or equipment, but information — from telephone directories and training materials to budgets and product research.

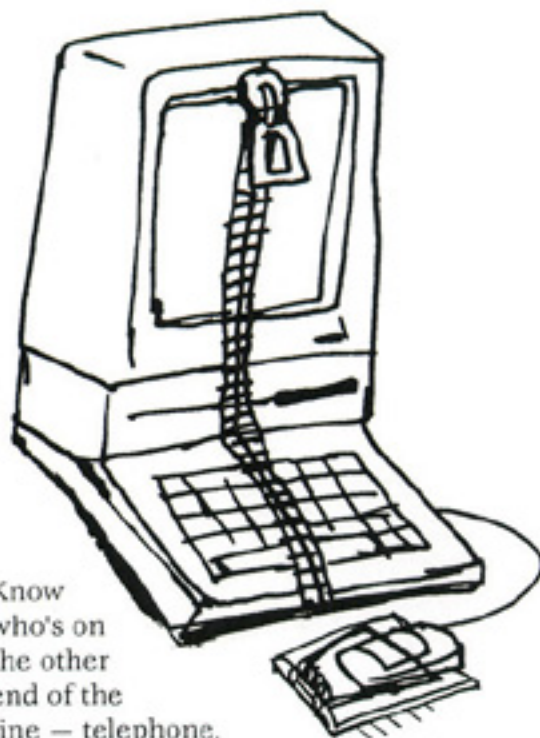
When "inside" information leaks outside, everybody loses. Profits drop, reputations are damaged, employees lose jobs, and morale plummets.

"INSIDE" OR CONFIDENTIAL INFORMATION INCLUDES:

- ✓ *Organizational* — telephone directories, organization charts, training materials, personnel files and policies, salary scales, performance evaluations, telephone and computer codes.
- ✓ *Financial* — budget reports, sales and order volumes prior to public release, production and overhead costs, profit margins, payroll procedures.
- ✓ *Marketing* — short- and long-term strategies, customer lists, market research results.
- ✓ *Research and development* — technical and performance specifications, reports on research in progress, project code names, blueprints, test and system software.
- ✓ *Manufacturing and production* — vendor names, production levels, inventories, future plans and sites, product failure reports.

PUT A LOCK ON YOUR COMPANY'S INFORMATION!

- ✓ Think before talking about the details of your job in public places such as restaurants, airplanes, classrooms, gyms, and parties.



- ✓ Know who's on the other end of the line — telephone, modem, fax — before giving out any sensitive information. It could be a competitor or trade journalist looking for helpful employees who are too eager to give out information about their employer.
- ✓ Keep your work area clear. When you'll be gone for a few hours and at the end of the day, put your papers in a drawer or file cabinet.

- ✓ Think about what's on a piece of paper before you toss it into the trash. If it's sensitive information, tear it up or use a shredder.
- ✓ Challenge strangers who enter your work area. Call a supervisor or security for help.
- ✓ Protect identification badges, office keys, and codes as you would your own credit cards and keys.

WHAT'S IN A PASSWORD?

Most computer systems have complex, built-in security devices, but passwords still serve as keys that unlock the system. Here are some ways to make it hard for information thieves to figure out your password.

- ✓ Use at least eight characters. Avoid personal information like date of birth, address, or social security number.
- ✓ Add a punctuation mark or number if your system permits.
- ✓ Use a phrase instead of a one-word password if possible.
- ✓ Choose a word in English and then use a dictionary to translate it into a foreign language.
- ✓ Change your password monthly.
- ✓ Memorize your password. Don't write it on a piece of paper inside your desk drawer, appointment book, or on a rolodex.