

✓ Do's



Lock your computer by using the 'Ctrl + Alt + Del' + 'ENTER' keys every time you leave your desk or walk away even for a brief period of time.



Clear your desk before leaving for the day and secure all your files and folders in a locked cabinet. A messy desk is a vulnerable desk.



Always carry your access card on you and use it to enter the premises and office areas. Misplaced or lost access cards should be reported immediately.



Always display your ID card while in the office premises and present it on your way in or out of any business establishment.



Choose a password that is easy to remember but difficult to guess. Think of a sentence, add complexity and utilize special characters.



Ensure that you have the anti-virus software installed with latest updates on your computer and that it is run at regular intervals.



Follow and cooperate all laid down Security Procedures and Instructions while on the airtel premises as well as outside.



Always be vigilant of strangers and unattended items or packages around you. Please report security if anything suspicious.



Challenge (politely) any person not carrying identification card and report their presence to local physical security personnel.

HELPDESK

Report all security incidents to the IT Helpdesk and send an email to helpdesk.delhi@brightstarcop.in

× Don'ts



Do not store any data on your computer that can be classified as objectionable, pornographic, pirated, racist or provocative.



Do not download or install freeware, shareware or any other unauthorized software on your computer without appropriate approval.



Do not download or copy any media content like MP3/MP4/Video files/Screensavers, etc. on your computer system.



Do not send chain emails, forwards or emails containing large attachments which do not classify as business communication.



Do not open any unsolicited emails or respond to SPAM email. Your identity or email address could be learnt or misused.



Do not make public, copy-paste or pass on any company information to unauthorized persons for avoiding any business information leakage.



Do not leave your laptop unattended in your car, public areas or elsewhere which may lead to accidental device or data theft.

Escort Visitors

Do not leave your visitor unattended inside the office. Always escort them within the premises and ensure respective visitor entries.

No Tailgating

Do not allow any person to tailgate with or without your consent behind you while entering office. It is regarded as one of the simpler forms of social engineering.



Do not disclose, share or store your password to anyone or electronically on ANY computer system (including mobile and similar devices) without encryption.