Kris Payne

From:	Courtney Amonsen
Sent:	Friday, February 09, 2007 2:45 PM
To:	Cory Maki; Garrett Ensign; Barbara Lowe
Subject:	Security of your computers

Tracking:

Recipient	Read
Cory Maki	Read: 2/9/2007 2:54 PM
Garrett Ensign	
Barbara Lowe	

Hi,

We just had a managers meeting and one of the topic covered was security of your computer. One thing Sadie stressed was that your computer should not be left at the entity if the room you leave it in is not locked, and only a few people have access to the key. At this point Edmonds does not lock the door we are working in, so, either ask Manny if the door can be locked (and we get the key to the room), or take your computer with you. Another reminder, if you take it home with you, don't leave it in your car, and don't leave it where it is visible from the outside (whether in your car or in your house). Finally, if you have any sensitive data (such as databases with payroll information), please delete those if you are no longer working on that audit. I know we have left our computers at Edmonds in the past, but looking back on that, it probably wasn't the best idea. You don't have to take home the computer cords, etc, just the computer itself. Sorry for the inconvenience. ☹

Courtney Amonsen

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