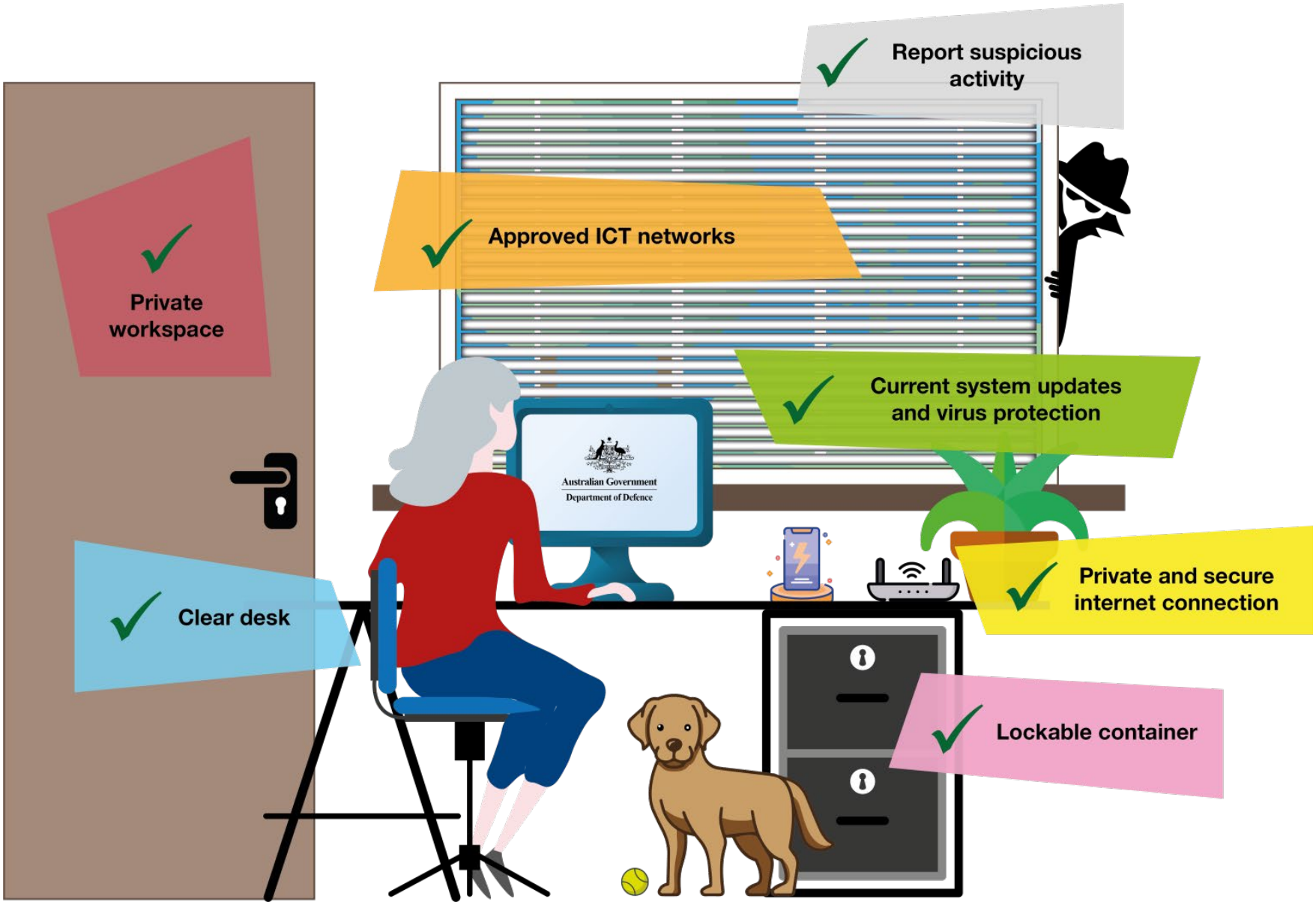
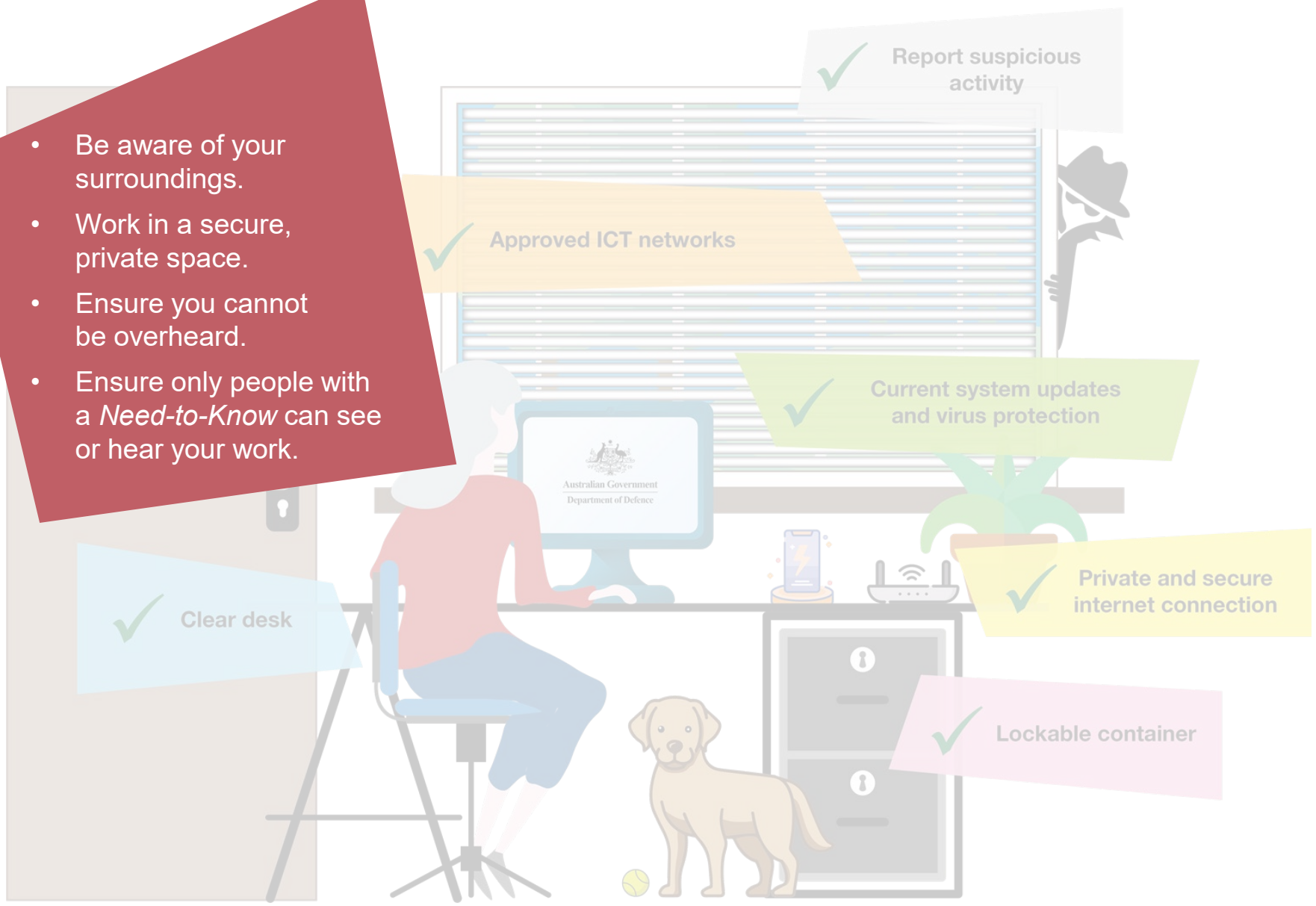
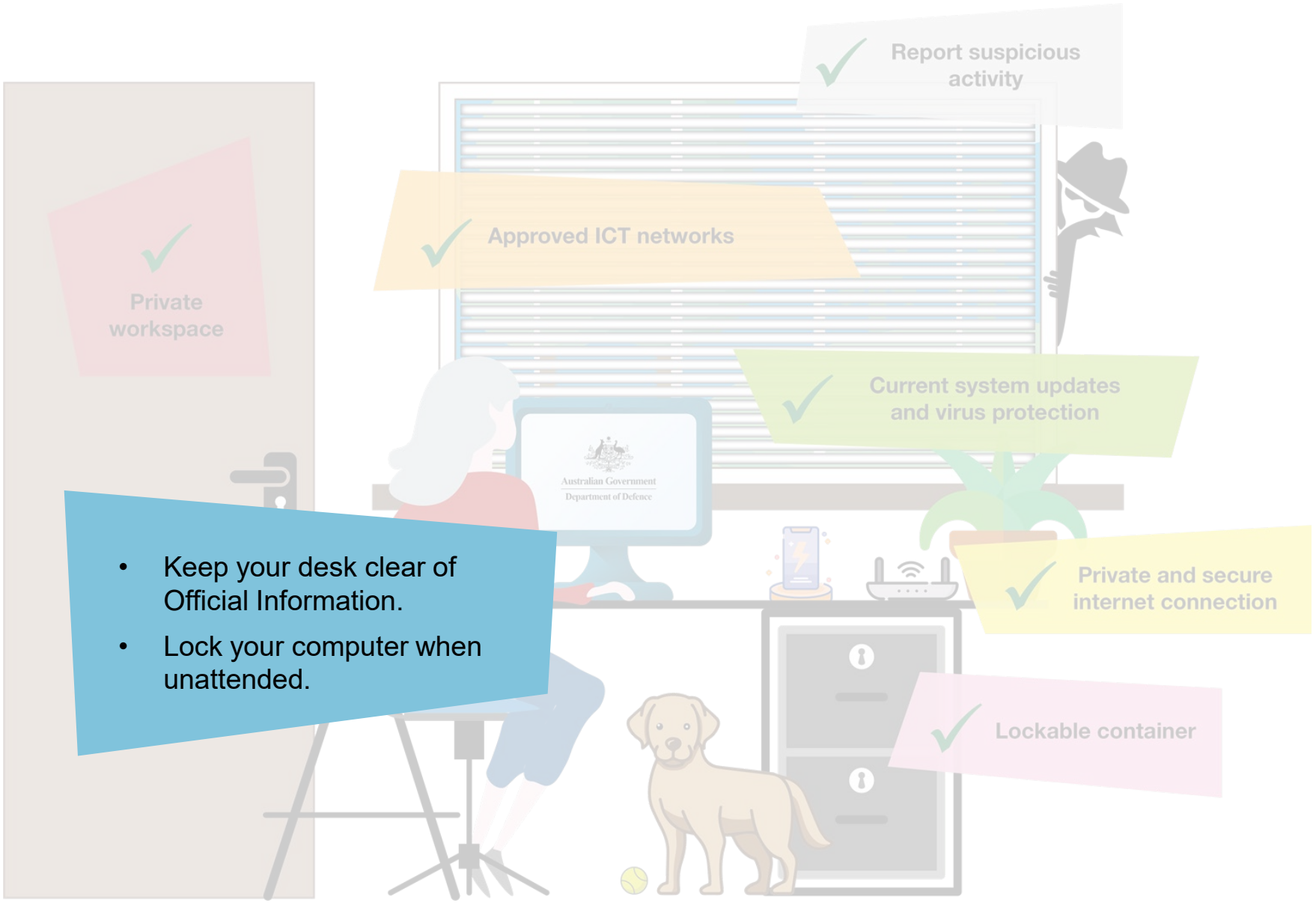
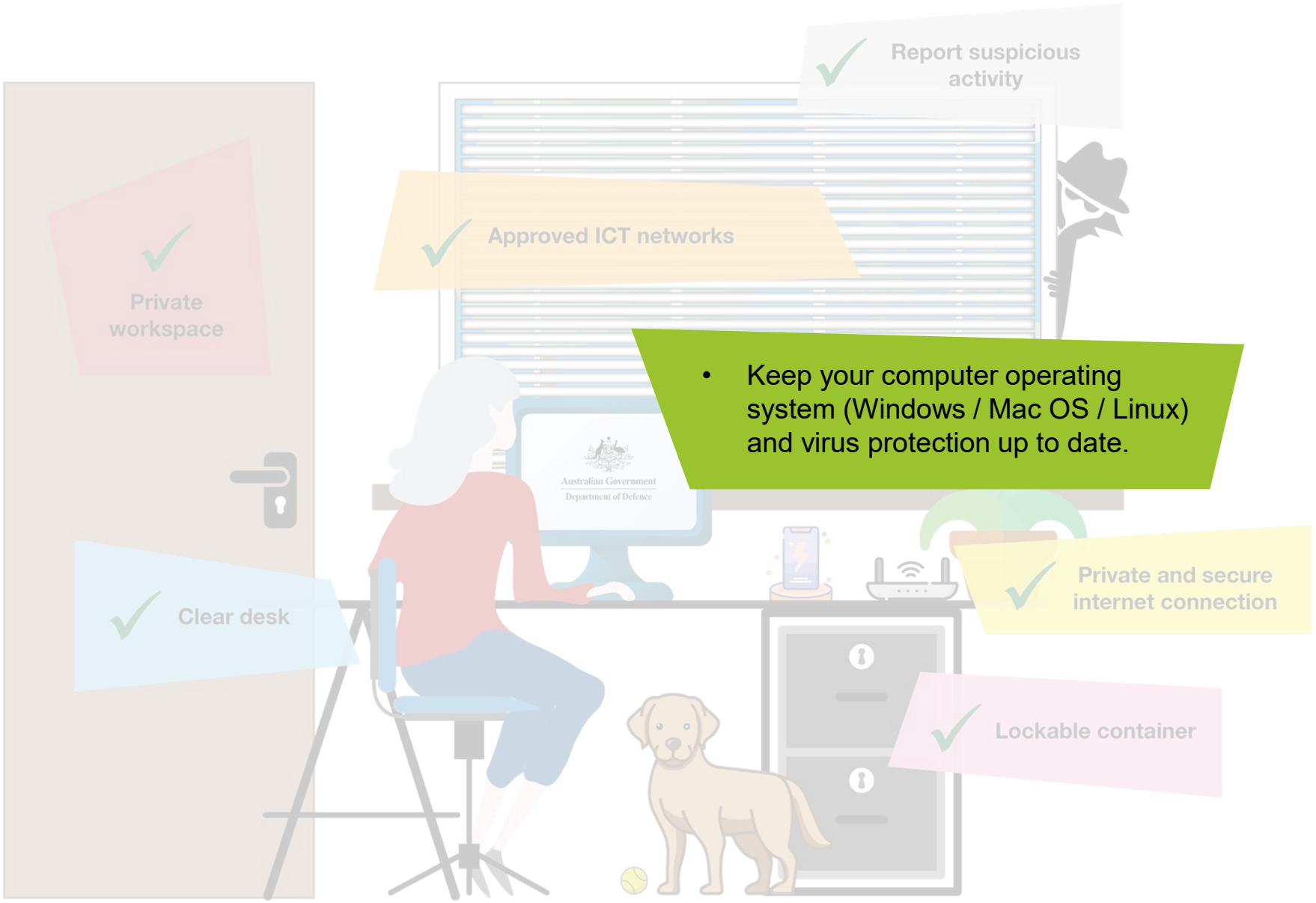

Report suspicious activity
Approved ICT networks
Private workspace
Current system updates and virus protection
Australian Government
Department of Defence
Private and secure internet connection
Clear desk
Lockable container

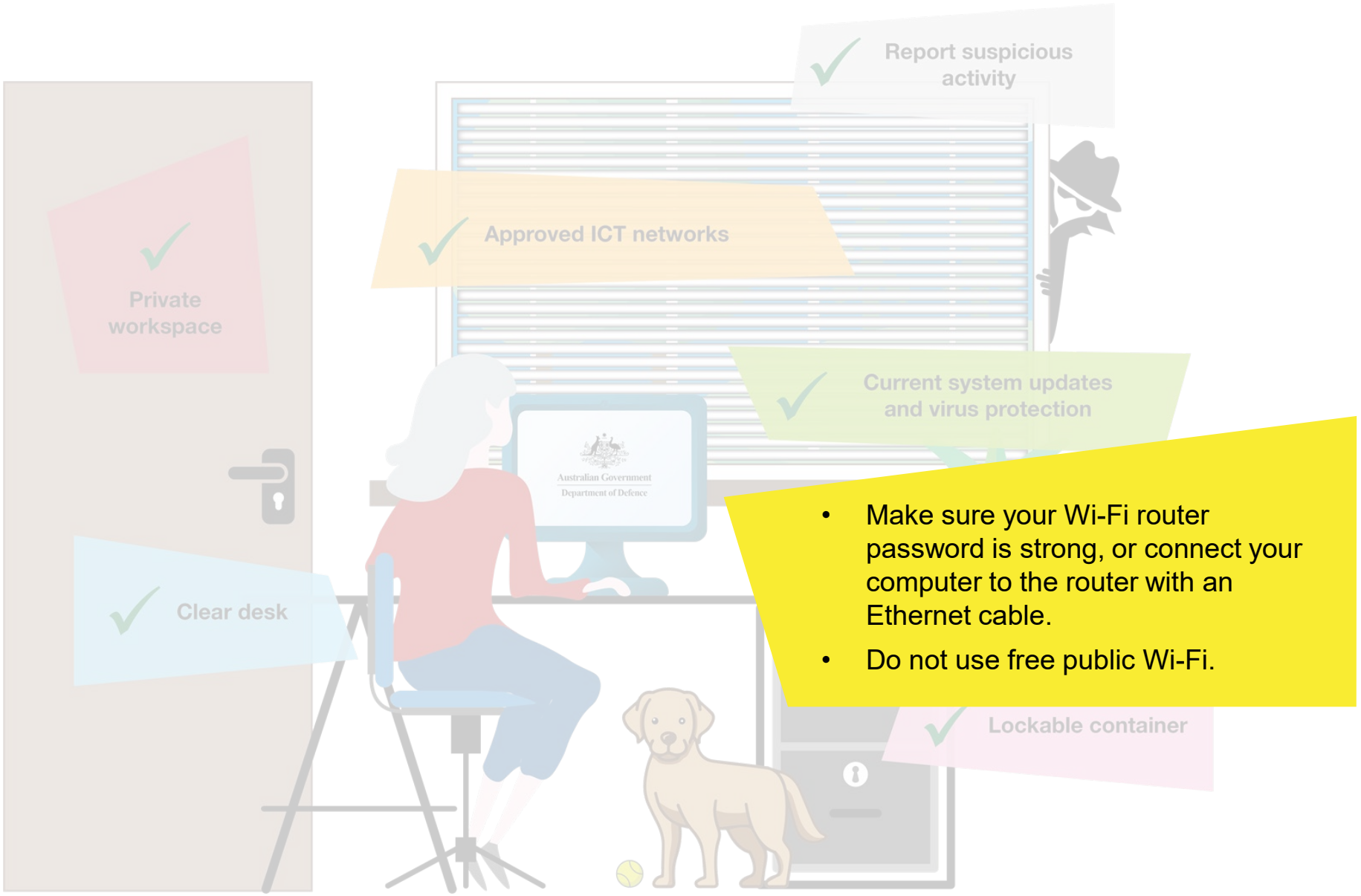
- Incidents may include loss of classified information, lost DREAMS token, unauthorised or inadvertent access, suspicious contacts and cyber and ICT incidents such as data spills.
- Report suspicious emails using your local processes.

- Be aware of your surroundings.
- Work in a secure, private space.
- Ensure you cannot be overheard.
- Ensure only people with a *Need-to-Know* can see or hear your work.

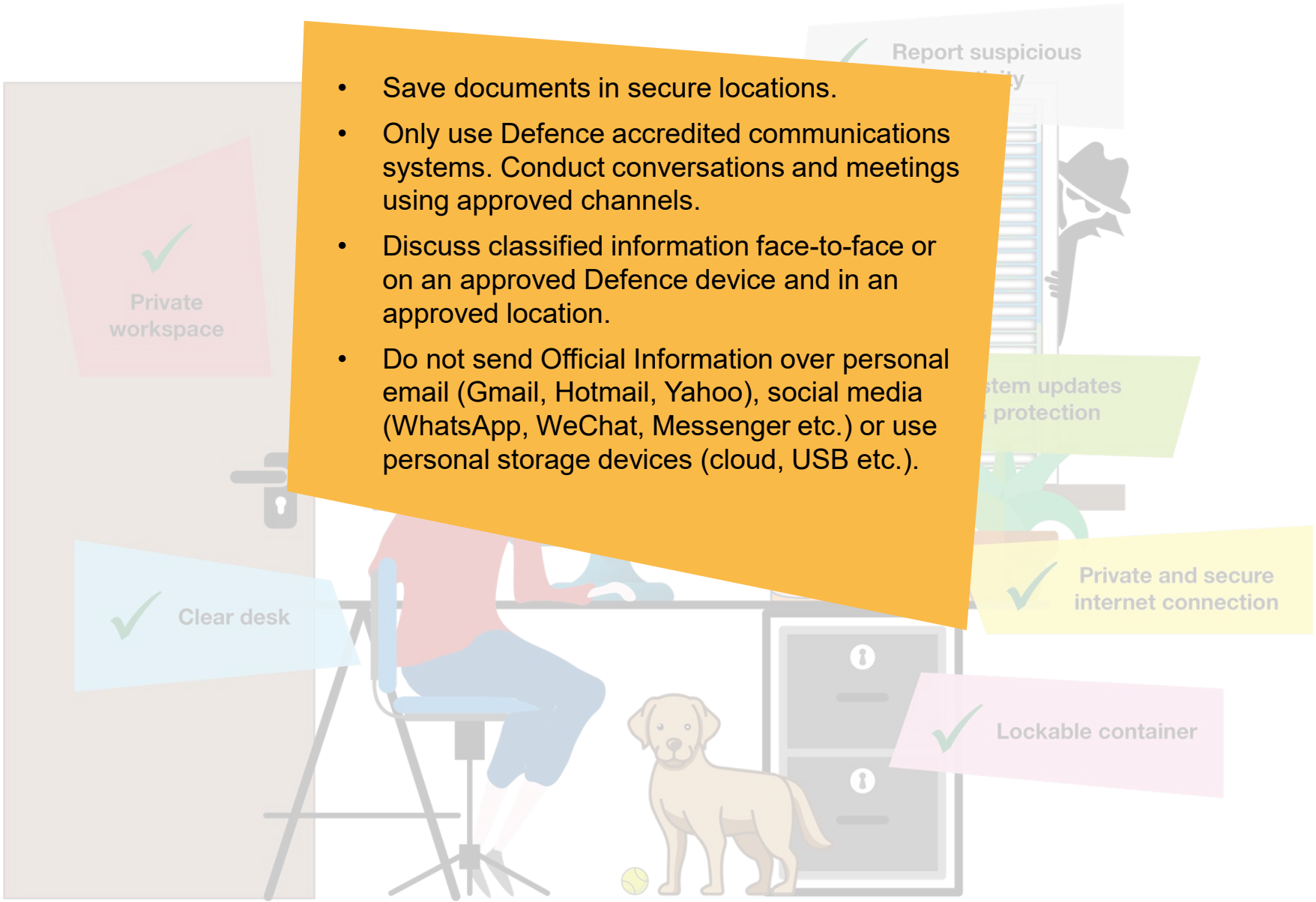



Report suspicious activity
Approved ICT networks
Private workspace
Current system updates and virus protection
Australian Government
Department of Defence
Private and secure internet connection
Lockable container
• Keep your desk clear of Official Information.
• Lock your computer when unattended.

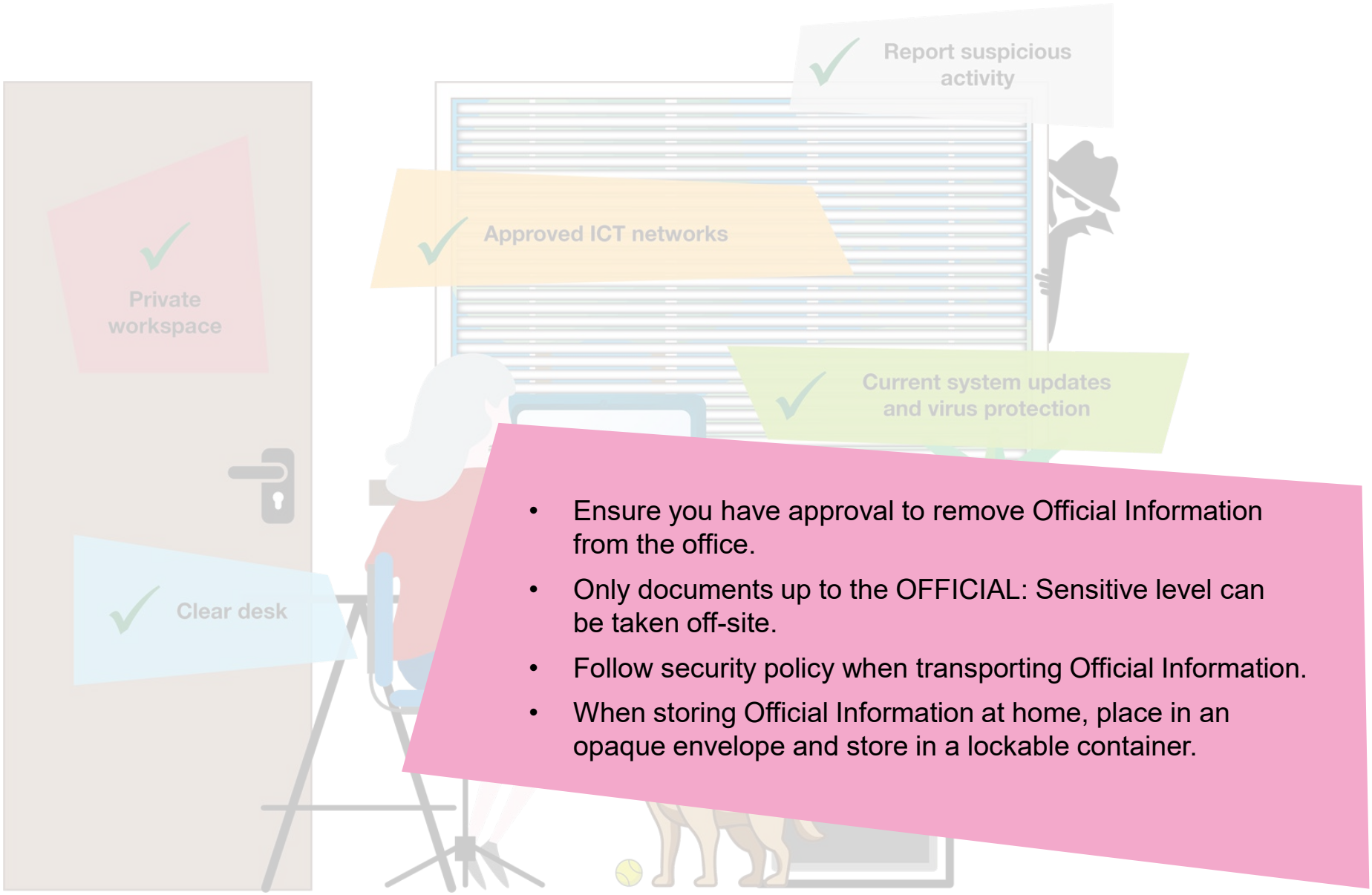

Report suspicious activity
Approved ICT networks
Private workspace
• Keep your computer operating system (Windows / Mac OS / Linux) and virus protection up to date.
Australian Government
Department of Defence
Clear desk
Private and secure internet connection
Lockable container



- Make sure your Wi-Fi router password is strong, or connect your computer to the router with an Ethernet cable.
- Do not use free public Wi-Fi.



- Save documents in secure locations.
- Only use Defence accredited communications systems. Conduct conversations and meetings using approved channels.
- Discuss classified information face-to-face or on an approved Defence device and in an approved location.
- Do not send Official Information over personal email (Gmail, Hotmail, Yahoo), social media (WhatsApp, WeChat, Messenger etc.) or use personal storage devices (cloud, USB etc.).



- Ensure you have approval to remove Official Information from the office.
- Only documents up to the OFFICIAL: Sensitive level can be taken off-site.
- Follow security policy when transporting Official Information.
- When storing Official Information at home, place in an opaque envelope and store in a lockable container.