VISITORS: MITIGATING RISKS

Visitors entering your facility could pose a security risk to your intellectual property or competitive edge by attempting to collect information that is not readily available.

KNOW THE SIGNS

- Makes last minute changes or additions to the visitor roster
- Attempts to bring unauthorized electronic devices to restricted areas
- Attempts to photograph items
- Asks questions outside of the scope of the visit
- Wanders off route or pretends to get lost during the tour
- Makes repeated visits to the facility
- Conceals his/her official identity during a visit
- Entices you or specific personnel to provide large amounts of technical data
- Proposes one-sided joint venture/ contractual agreements
- Requests access to the local area network
- Shows interest and unrestricted access to the facility
- Attempts to attach an unapproved device to a corporate computer
- Continually forgets security protocols

PREVENT THEFT

- Do not leave sensitive information or electronic devices unattended
- Obtain approval from a supervisor before sharing any sensitive or proprietary information
- Discard any sensitive information in a safe manner
- Lock computers when unattended
- Do not store passwords and login instructions at workstations
- Do not allow personal software or hardware to be installed without permission

Previous Visitor Indicators

- A prior visitor invites an employee to provide a lecture or receive an award at the visitor's overseas company
- An unsolicited email from an associate of a prior visitor requests information or a service that should be directed to another department or person (e.g. sales department)
- Social contact with a prior visitor (via email, telephone, social networking sites, or in person) that is inappropriate or manipulative
- A prior visitor requests favors or additional information
- A prior visitor requests sensitive information on projects outside the scope of their visit