



LAPTOP / TABLET SECURITY POLICY

Date
Approved:

30/08/2023

Council
Resolution:

E.6/08/2023

By receiving this laptop / tablet, the user accepts responsibility for the safeguarding thereof for the period it is signed out to him/her.

1. The user must take the following precautions:
 - When leaving the workspace for long periods, store your laptop / tablet in a locked drawer or cabinet;
 - If you are stationed in a private office, lock the door if you leave during the course of the day;
 - If you take your laptop / tablet home, ensure that your doors are locked in the event of you leaving your premises and activate your home security system if you have one installed;
 - If you are staying in a hotel, lock your laptop / tablet in a safe when you leave your room;
 - Keep your laptop / tablet in your sight when passing airport checkpoints. (Many travelers find it helpful to tape their business card to their laptops / tablets which will assist you to identify your laptop / tablet in airport security);
 - If you travel by car, lock your laptop / tablet in the trunk when you leave your car;
 - Refrain from using your laptop / tablet in locations that might increase the likelihood of damage and/or loss;
 - Keep food and beverages away from the computer;
 - Use a padded carrying case for your laptop / tablet.
2. In the event of you being robbed of your laptop / tablet, or if it is damaged or stolen despite you having taken the aforementioned precautions, replacement of the laptop / tablet will be considered subject to availability of funds.
3. In the event of your laptop / tablet being damaged or stolen and the aforementioned precautions were not taken, the user will be held responsible for the repair or replacement thereof.
4. In the event of your laptop / tablet being damaged or stolen, the same must be reported as soon as possible to the Senior Accountant: Assets for insurance purposes. If the theft or loss occurred outside Garden Route District Municipality offices, the same must be reported to the South African Police Services and obtain a police report forthwith.
5. The laptop / tablet must be returned to the Information and Communication Technology (ICT) Department when the user leaves the employ of Garden Route District Municipality.

I have received and read the LAPTOP / TABLET SECURITY POLICY and understand the same.

SIGNED AT _____ ON THIS _____ DAY OF _____

EMPLOYEE SIGNATURE: _____

EMPLOYEE NAME: _____

WITNESS: _____