

# Guide to Laptop Security

Laptop Computers are by their nature highly portable and expensive and are therefore very susceptible to theft and damage.

Burnetts have produced this guide to assist you in looking after your laptops and explaining the more important insurance conditions relating to these items, so if you are unlucky enough to have one stolen or damaged, everything will have been done to minimise the risk and your insurance will cover the cost.

## Security

- (1) When travelling in a car, put the laptop out of sight and lock all doors, especially in town. Stop the opportunist "snatch and run" thief.
- (2) Never leave it in your vehicle overnight. If you have to leave it in an unattended vehicle at any time, put it in the boot and ensure all doors are locked and any alarm set. Overnight, take it inside with you.  
**Your policy does not cover theft from an unattended vehicle unless it is locked and the laptop is in the boot. Cover in vehicle is excluded overnight.**
- (3) Do not advertise you are carrying a laptop, try to keep it disguised by using a normal briefcase or bag.
- (4) Do not leave the laptop in restaurants or bars, or indeed any other venue.  
**The "disappearance" of a laptop, without any actual theft would not be covered.**
- (5) Do not leave your laptop on a desk overnight or even at lunchtime, they do have a habit of going "walkabout". Lock it in a drawer or cupboard, or secure it with one of the proprietary security devices available.  
**A laptop which is stolen without any apparent break into or out of the room or building is not insured.**
- (6) When travelling on public transport keep it with you at all times, do not leave it in luggage racks or even on the floor alongside you. Ensure that it goes as cabin baggage if travelling by air.  
It is a condition of your policy that the laptop must be kept with you at all times whilst travelling on public transport (cabin luggage by air).
- (7) Do not leave it unsecured at any exhibition, seminar etc. Security cables will stop it being "snatched".  
**The "disappearance" of a laptop from an exhibition without proof of forcible theft (i.e. snapping security device etc.) would not be covered.**

## Damage

Laptops are very easily damaged, here are a few tips to prevent costly damage and consequent equipment downtime.

- (1) When carrying the laptop, ensure it is properly packed.
- (2) Ensure it is secure in any vehicle, as a flying laptop is dangerous and can cause serious damage to it or you!
- (3) Never force anything into a laptop case, this can easily bend or break the screen.
- (4) Do not try to squeeze a laptop into a briefcase, again this can cause screen damage.
- (5) Do not leave pens etc. on the keyboard and close the lid, again this can cause screen damage.
- (6) Do not leave laptop on desks with leads dangling, these can easily get caught and the machine pulled to the floor.
- (7) Do not pick it up by the open lid, this can cause the hinges to fracture.
- (8) Never take a laptop apart, this is a specialist job.

One last tip; do remember to take regular backups, often overlooked on a laptop. The hardware may be expensive but the data is invaluable!

## Disclaimer

It should be noted that the advice and views expressed herein are intended as a guide only and do not necessarily represent the policy requirements of the Underwriters.

You should always refer to your policy wording for full cover details.