

## **I don't know/have forgotten the password to open my IR. What should I do?**

Incident Recorders should always be password protected in order to protect the sensitive data inside them. Make sure you keep all your passwords well organized, written down and stored in a *locked* location. Do not store passwords on your desktop or computer monitor! Only those who should have access to the IR should have access to the passwords. Should you ever leave the organization, make sure whoever will be replacing you has access to the passwords; otherwise, all previous GBV data for your organization will be inaccessible!

If you do not know or have lost/forgotten your password you should do your best to locate it by asking colleagues who might know. If you have tried everything and still cannot find the password, you should contact the GBVIMS Steering Committee for a new copy of the IR.