

# Cyber Security Tips



- 🔒 Lock your computer when leaving your desk
- 🔒 Follow good password practices
- 🔒 Don't give away personal information
- 🔒 Don't leave sensitive information around the workplace
- 🔒 Shred documents containing sensitive information
- 🔒 Password-protect sensitive files and devices
- 🔒 Don't install unauthorised programs
- 🔒 Be aware of phishing scams
- 🔒 Only download files you are expecting



For up to date advice and tips, visit Smoothwall's Online Safety portal at [smoothwall.com/online-safety-zone](https://smoothwall.com/online-safety-zone)