Cyber Security & Online Safety Guide

smoothwall

Cyber Security at Work

The internet has proven to be a powerful and useful tool in today's society, however in the same way that you shouldn't leave your house unlocked, you shouldn't use a computer without taking some general precautions.

Tips

- Always lock your computer when leaving your desk
- Follow good password practices (see below)
- Don't be tricked into giving away personal information
- Don't leave sensitive information around your workplace
- Always shred documents containing sensitive information
- Stay alert and report suspicious activity
- Password-protect sensitive files and devices
- Don't install unauthorised programs on your computer

Password Tips

- Contain at least 8 characters and be a combination of lower case letters, upper case letters, numbers and special characters
- Use phrases i.e. a classic rock fan could use "Sw33t-Home-Alabama"
- Never use real personal information i.e. use a fake surname when filling in your mother's maiden name
- Never have the same password for two different sites

smoothwall

Staying Safe Online

It is essential that you apply similar rules when browsing the internet for personal use.

Social Media Tips

- Never use your full name or date of birth in usernames
- Ensure privacy settings on all social media channels are set to private
- Always log out of websites
- Never publish any personal information in either your profile or your posts i.e. phone numbers, home, workplace or school, your address or birthday
- Be mindful of what story an image tells - make sure it doesn't give away any personal details or location information
- Never 'check-in' at home or on holiday (if you check-in on holiday it can invalidate your home insurance policy)
- Be mindful that content shared can be accessed by anyone anywhere in the world
- Be mindful that what you post can last forever
- Limit details about work history
- Know how to block unfriendly followers
- Delete your old accounts

Know your Employer Boundaries or Acceptable Use Policies

Increasing numbers of people are losing their jobs as a result of their social networking activities. This can easily be avoided when employees review what policies their employer has in place. This may affect what can be shared in terms of writing and or pictures, in order to protect the individual's reputation and prevent data loss or loss of intellectual property.

smoothwall

Securing your Smartphone

Smartphones are essentially mini computers that allow the user to access a vast amount of information on the move. It's critical that the information doesn't fall into the wrong hands. Follow the steps below to make sure you are protected:

- Always secure your smartphone with a password
- Ensure that your device locks itself automatically
- Only download apps from approved sources
- Check your apps' permissions
- Don't miss operating system updates
- Be wary of any links you receive via email or text message
- Enable tracking settings i.e. Find My Phone
- Turn off Bluetooth and NFC (near field communication) when not in use
- Use public Wi-Fi safely i.e. do banking or shopping at home
- Wipe your old gadget before donating, selling or recycling

How to stop advertisers and more from tracking you

- **iPhone users** - go into Settings > Privacy > scroll down to Advertising > slide the 'Limit ad Tracking' to show green. This will stop ad companies from tracking what you do with your phone and serving targeted ads.
- **Android users** - go to your Google Settings App > turn off 'Google AdID' at the bottom of the page > Ads > check 'opt out of interest-based ads'.
- **Windows users** - log into your Microsoft account > search 'Ad opt-out page' > change 'personalise ads whenever I use my Microsoft account' to off.

'Reset Advertising Identifier' will zero out the anonymised identifier linked to your personal data on Apple's servers, i.e. you will appear to be a new user making it more difficult for advertisers to build up a browsing profile.

smoothwall

Phishing Scams

Phishing email scams are messages designed to look like they are sent from an authentic company, but are from scammers trying to obtain personal information to steal money or data.

What to look out for

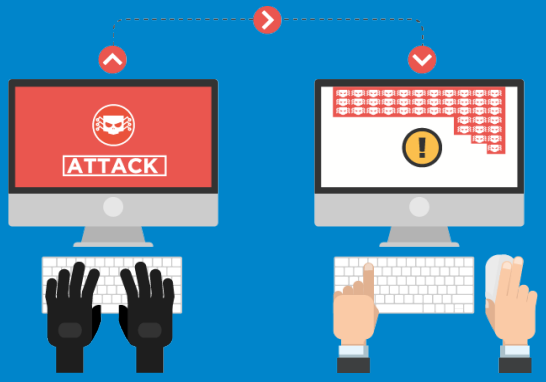
- The sender's email address doesn't tally with the trusted organisation's web address
- The email is sent from a completely different address
- A suspicious display name that doesn't match the email address

To: You ,you@yourdomain.com>
From: My Bank <accounts@secure.com>
Subject: Unauthorised login attempt

- The email uses an unspecific greeting like 'dear customer' as opposed to your name
- The email contains spelling and grammatical errors
- Asking for personal credentials via email - legitimate companies including banks will never request for such details via email
- Contact details on the email signature - legitimate businesses always provide contact details
- The entire text of the email is contained within an image rather than plain text
- Indicates urgent action is required

Tips

- Don't open the message if it looks remotely suspicious
- Check the website is legit by hovering your mouse over the link but NOT clicking, usually the link is different to the written text. Links could also lead to malicious software via .exe files.
- Never open any email attachments you weren't expecting
- Never supply personal information
- Always contact the company prior to taking action to make sure the email is legitimate (search for the contact details online, don't use the contact details provided in the email)



smoothwall

What you could be at risk of if you don't take the necessary precautions:

- Identity theft
- Grooming and sexual abuse
- Damage to your digital footprint
- Exposure to indecent materials
- Cyber bullying
- Cyber stalking
- Stolen money
- Stolen data
- Devices become infected with viruses
- Breaching company policy

Visit Smoothwall's Online Safety portal at **smoothwall.com/online-safety-zone** for up to date advice and tips or to sign up to our weekly online safety tips email.

If you're responsible for cyber security and online safety in your organisation, get in touch to see how we can help.

0870 1999 500

enquiries@smoothwall.com

www.smoothwall.com

Smoothwall

@Smoothwall

smoothwall