



7 tips for CYBER SECURITY

CREATE STRONG PASSWORDS

1

Create strong passwords for all your devices (desktop, laptop, phone, tablet). Use long, easy-to-remember phrases. A series of four words is ideal. Aim for more than 12 letters.

BE PASSWORD SAVVY

2

Don't share your password with anyone! Try changing it every once in a while, and avoid using the same password over multiple sites.

KEEP YOUR INBOX SAFE

3

Enable email scanning by your anti-virus, don't trust attachments or click on links in emails from people you don't know, disable automatic previewing and NEVER respond to an email request for personal or company account information.

AVOID OVERSHARE

4

Double-check the send to field to avoid sending emails to the wrong person. That could be so awkward.

THINK 'SECURITY'

5

Make sure everyone in the business knows when and how to report any mistakes or suspected security breaches. It's everyone's responsibility to keep data secure and fix issues.

SECURE YOUR DEVICES

6

Activate the auto-update feature to ensure that you always have the latest version of software. Don't use USB drives, they are easily infected with malware.

WHO HAS ACCESS?

7

Make sure that you don't give the wrong people access to sensitive data. Protect data with passwords and log-in credentials. Once someone no longer needs access, change the password, or withdraw their permissions.