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# Cyber Security Best Practice

**Protect your email and online accounts by using a strong and separate password**, as cyber criminals can use your email to access many of your personal accounts, leaving you vulnerable to identity theft or a target of fraud.

**Install the latest software and app updates**, which contain vital security updates to help protect your devices from cyber criminals.

**Ensure your home computer system is supported.** Microsoft have now ceased support for Windows XP and 7 so pcs running these older, unsupported Operating Systems are susceptible to viruses and malware.

**Turn on two-factor authentication on your email and other online applications** to make sure your data is secure.

**Use a password manager** to help you create and remember passwords.

**Secure smartphones and tablets with a screen lock** offering your devices an important extra layer of security.

**Always back up your most important data** by backing them up to an external hard drive or a cloud-based secure storage system.

**Slow down.** Cyber-criminals want you to act first and think later. If the message conveys a sense of urgency or uses high-pressure tactics be very sceptical. You must never let urgency influence your careful review.

**Be suspicious of any unsolicited messages or calls.** If an email looks like it is has been sent from an organisation you know or trust, do your own independent research. Check the company's website, or a phone directory to find their phone number and call them to verify. Here are some tips on spotting phishing emails:

- Many phishing emails have poor grammar, punctuation and spelling.
- Is the design and overall quality what you would expect from the organisation the email is supposed to come from?
- Is it addressed to you by name, or does it refer to 'valued

customer' or 'friend'? This can be a sign that the sender does not actually know you.

- Does the email contain a veiled threat that asks you to act urgently? Be suspicious of words like 'send these details within 24 hours' or 'you have been a victim of crime.'
- Look at the sender's name. Does it sound legitimate, or is it trying to mimic someone you know?
- Your bank, or any other official source, should never ask you to supply personal information from an email.

**Do not follow a link within an email or text message.** Always be in control of where you are directed online by verifying the organisation.

**If a sender appears to be someone you know and trust,** if you are not expecting an email from that individual, particularly if the message contains a link or an attachment, always confirm with the sender before opening links or downloading a file.

**Never trust an unsolicited download.**

If you do not know the sender and you are not expecting a file, never open or download it.

**Sound too good to be true?** If you receive an unsolicited email, or call from a lottery syndicate, inheritance from a distant or unknown relative, or maybe a request to transfer funds for a share of a bounty, it is almost certainly a scam.

**Should I pay a ransom to unlock my computer?** If your device has become infected with ransomware, the police encourage individuals not to pay the ransom. If you do pay:

- There is no guarantee that you will regain access to your data/device
- Your computer will still be infected unless you complete extensive clean-up activities
- Attackers may assume that you would be open to paying ransoms in the future
- You will be funding criminal groups





Inbox (9,442)

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