

Cyber Security Guidelines

Computer Safety Practices—

- **Keep software updated:** Install updates for your operating system, browser, and all applications to protect against new threats. Enable automatic updates whenever possible.
- **Use security software:** Install reputable antivirus, antispyware, and firewall software and ensure it is always up to date.
- **Scan all devices:** Use your security software to scan any external devices, like USB drives, before using them.
- **Use a VPN:** A Virtual Private Network (VPN) can encrypt your internet connection, especially when using public Wi-Fi.

Passwords and accounts

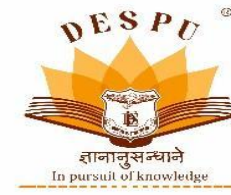
- **Create strong, unique passwords:** Use a mix of uppercase and lowercase letters, numbers, and symbols. Avoid using personal information, and never reuse the same password for different accounts.
- **Use a password manager:** Consider using a password manager to securely store and generate strong, unique passwords.
- **Enable two-factor authentication (2FA):** Use 2FA on accounts that offer it to add an extra layer of security beyond just a password.
- **Change passwords regularly:** Change important passwords periodically, especially for accounts that handle sensitive information.

Online behaviour

- **Be cautious of links and attachments:** Do not click on suspicious links or open attachments in emails or messages from unknown sources.
- **Browse safely:** Look for "https://" in the address bar to ensure a website is encrypted before entering any sensitive information. Avoid pirated software and media.
- **Monitor your accounts:** Regularly check your financial and online accounts for any unusual activity.
- **Be mindful of public Wi-Fi:** Avoid performing sensitive tasks, like online banking, on public Wi-Fi networks if possible.

Data protection

- **Back up your data:** Regularly back up your important files to a separate, secure location to prevent data loss.
- **Limit personal information:** Be mindful of what personal information you share online, and check the privacy settings on your social media accounts.



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