CYBER HYGIENE

HOW TO KEEP YOUR ORGANISATION'S DATA SAFE

GZD **GLOBAL Z-DATA**
SOLUTIONS SINCE 1996

CYBER SECURITY THREATS TO YOUR BUSINESS

- Using outdated software, such as Windows 7 and Office 2010

- Not applying regular security updates to modern software, such as Windows 10 and 11

- Not using virus protection

- Using old and outdated IT equipment

- Using simple, easy to guess passwords

- Not using a password manager to generate long random passwords, and remember them

- Not using other security basics such as multi factor authentication, where you generate a login code on another device

- Using non-standard devices, such as smart TVs or other gadgets, on the company network

- Not correctly configuring the VPN connection into your business. This gives remote access to your business systems. Get it wrong, and it's like leaving the front door to your house wide open

THE THREE BIGGEST AREAS WHERE YOU CAN PROTECT YOUR BUSINESS

1. Software updates

- Run updates when your computer asks

- Or better still, get us to do the updates for you

2. Passwords

- Don't use obvious ones such as children's names, pet names or birthdays. Avoid any personal information in a password

- Don't ever give your password to anyone, including us

- Never write down passwords

- Use a unique password for each account

- Use a random password generator, or passphrases with upper-case and lower-case letters, and special characters

- Embrace multi-factor authentication

- Use a password manager

3. Awareness of social engineering

- Be aware of anyone trying to get personal information from you, especially by piecemeal

- Look carefully at emails that don't feel right:
  - The sender's address
  - Discrepancies in the writing format
  - Spelling and grammar issues
  - Link destination
  - Attachments
  - Logo

- Watch out for urgency, emotion and unexpected money

- If you're not sure – stop, think, check (Google for details or pick up the phone)

WHAT IF YOU FALL VICTIM TO A SCAM?

- **Don't panic**
- **Did you give away a password?** Change it immediately on any systems you've used it
- **Did you download an unknown file?** Disconnect your computer from the network and turn it off
- **Get in touch with us.** And explain what happened