

HELP KEEP YOUR DATA SAFE

Employees play a crucial role in protecting sensitive company and customer data from potential threats such as cyberattacks, data breaches, and identity theft. Have your team follow these cybersecurity best practices to help keep your data safe:

Comply with Company Cybersecurity Policies

Ensure you have a set of cybersecurity policies and procedures, and then ensure your team is familiar with and follows them, including offering cybersecurity training to everyone in your organization.

Report all Suspected Cybersecurity Issues

Think you see something suspicious or possibly clicked on a bad link? Follow cybersecurity policies to report the activity as soon as possible.

Watch Out for Phishing and Other Scams

Phishing scams are emails or messages that attempt to trick you into providing sensitive information, such as passwords or credit card numbers.

- An email or text may look like it's coming from a co-worker or boss, but if they ask you to send sensitive information, chances are it's a scam. Not sure if it's phishy? Always confirm via voice or a separate means to ensure requests are legitimate.
- Always hover over links to see where they lead before clicking on them.

Be Careful When Using Email and the Internet

The first step is to always be cautious. Cybercriminals use sophisticated technology to make requests and links look legitimate.

- Be cautious of emails from unfamiliar senders, and always be cautious when opening email attachments or clicking on links in email or on webpages from unknown or suspicious sources.
- Avoid sending any sensitive information over email.
- Never trust unfamiliar or unverified websites.

Be Careful When Using Public Wi-Fi

You can take several steps to keep your public Wi-Fi safer (but never assume it's safe).

- Don't run financial transactions over public networks or log in to accounts over public networks.
- Always turn off the automatic connection to public Wi-Fi that is available.
- Enable two-factor authentication whenever possible.
- Always check 'forget network' after using public Wi-Fi.