



10 IT SECURITY BEST PRACTICES

1. USE PASSWORDS THAT CANNOT BE EASILY GUESSED,
PROTECT THEM AND DO NOT DISCLOSE THEM TO ANYONE
2. MINIMIZE STORAGE OF SENSITIVE INFORMATION
3. BEWARE OF SCAMS AND LEARN TO RECOGNIZE PHISHING
ATTEMPTS
4. PROTECT INFORMATION WHEN USING INTERNET AND
EMAIL
5. MAKE SURE YOUR COMPUTER IS PROTECTED WITH AN ANTI-
VIRUS AND ALL NECESSARY SECURITY "PATCHES" AND
UPDATES
6. SECURE LAPTOP COMPUTERS AND MOBILE DEVICES AT
ALL TIMES: LOCK THEM UP OR CARRY THEM WITH YOU
7. SHUT DOWN, LOCK, LOGOFF OR PUT YOUR COMPUTER AND
OTHER DEVICES TO SLEEP BEFORE LEAVING THEM
UNATTENDED. ALSO MAKE SURE THEY REQUIRE A SECURE
PASSWORD TO START UP OR WAKE-UP
8. DON'T INSTALL OR DOWNLOAD UNKNOWN OR
UNSOLICITED PROGRAMS/APPS
9. SECURE YOUR AREA BEFORE LEAVING IT UNATTENDED
10. MAKE BACKUP COPIES OF FILES OR DATA YOU ARE
NOT WILLING TO LOSE