Safe Cyber Hygiene Tips

With the fluid nature of the COVID-19 pandemic, practicing physical distancing has become a must. You may find yourself in a situation where some of your staff is required to work in locations other than your primary site. If this fits your current situation then I want to reiterate that you **MUST** still take the same precautions to protect the data of the consumers that you are supporting during this time and at all times. You may need to be even more vigilant now if your staff is using technology that has not been supplied by your organization. Here are some tips to follow to protect both yourself and the data of the consumers your are supporting:

1. Remember the annual cyber security training that you have completed in your workplace.
2. Keep your devices updated with the latest security patches
3. Ensure that your WiFi routers are secured and default passwords are changed
4. Avoid using USBs if possible especially if they are from unknown sources
5. Minimize any downloading or printing of sensitive information while away from your primary location and/or workstation
6. Destroy any sensitive information that you had to download or print when you have completed your use of the information
7. Minimize use of personal/mobile devices by non-organizational personnel when in use for conducting business in support of DDSN services provided by your organization
8. Be mindful of scams and false information being disseminated because if it seems too good to be true then it normally is
9. Ensure that all communication that includes sensitive information is conducted using secure channels and do not send any sensitive information via personal email accounts
10. Report any incidents involving the unauthorized disclosure of sensitive information

Be safe and ALWAYS THINK BEFORE YOU CLICK!