CYBER ZONES
Cyber Security Services
SECURITY AWARENESS NEWSLETTER

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ALWAYS CHECK CREDENTIALS

The receptionist's PC had been running slowly, so he was pleased when a woman arrived and announced that she was a technician. She dropped the name of the IT manager and said, "Don't bother logging off, I'll only be a few minutes." Ten minutes later she was gone — along with a bunch of confidential documents. Those documents enabled an unscrupulous competitor to beat the company to a lucrative contract. If the receptionist had checked the technician's credentials with the IT Manager, the security breach could have been avoided. Not only did the receptionist learn a lesson; the company also learned that they should control access to sensitive information!

PERIODICALLY CHECK YOUR CREDIT REPORT

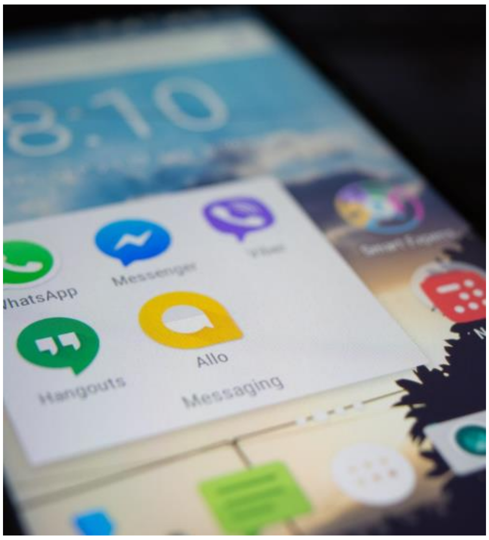
Get a copy of your credit report from each of the three major credit bureaus every year. (Federal law gives you the right to one free credit report from the three credit bureaus: Equifax, Experian, and TransUnion — http://www.ftc.gov/bcp/conline/pubs/credit/freereports.htm.) Check the reports to make sure everything is accurate. Consider staggering the requests and obtain one report every four months. That way, you can watch for signs of identity theft (i.e. inquiries that were not generated by you, accounts you didn't open).

Don't Click to Agree without Reading the Small Print

Some free software passes your information on to advertisers, changes your PC or downloads other software without asking you. Some suppliers will claim that this is OK because you agreed to this. How? People often click on the "agree" button to accept 20 pages of difficult legal jargon they don't understand. But buried in the middle can be a sentence allowing the software to do whatever it likes. You can argue in court that the terms aren't reasonable, but then it will be too late — the damage has been done and your PC is broken. Learn from other people's pain: if terms and conditions are hard to understand, it is probably deliberate. If it isn't worth the trouble to read the conditions, don't risk using the software.

Remember that any email or instant message you send could come back to haunt you

Once you send an e-mail, it has a very good chance of being saved in someone's mailbox or archived on a server forever. People involved in scandals like Oliver North, Monica Lewinsky, Patricia Dunn (the former Hewlett-Packard chairman), and Bill Gates probably wish they could take back an email or two... Instant Messages can also be saved and used at a later date to embarrass you. Paris Hilton might be able to shed additional light on that subject. Be careful about what you put in writing and whom you send it to.



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Use anti-virus software

Make sure you have anti-virus software installed on your computer and update it regularly.

Warning: Out-of-date anti-virus software will not protect your computer from new viruses.