

SECURITY AWARENESS NEWSLETTER



REPORT OR CHALLENGE STRANGERS IN YOUR OFFICE

Visitors and staff should wear badges. Others you don't recognize may be opportunist thieves who have walked past reception or found an open back door. Grab a co-worker and politely ask if they need some assistance or report them to your security or reception staff. Thieves are as likely to steal your purse or wallet as they are to take company property, so it is in everyone's interest to keep our premises safe.

MANY PEOPLE THINK THAT 'FORMATTING' A HARD DRIVE WILL WIPE OUT ALL THE DATA SO IT CANNOT BE RECOVERED

Not so. To prevent the possibility of future recovery, use a third-party, low-level hard drive formatting tool, such as Killdisk (downloadable at no charge from www.killdisk.com) to overwrite data on the hard drive with a random sequence of 1's and 0's.



Don't tell ANYONE your password

One way someone could learn your password is to phone you claiming to be from another part of your organization, maybe your IT or Audit teams, and say they need your account details to let them investigate problem. This should never be necessary. Good systems are set up so that nobody but you will ever know your password and authorized IT workers have their own accounts giving them access to what they need.

Protect Your Social Security Number

Avoid using your social security number whenever you can. Many places use social security numbers for user identification. Ask to use an alternate number if possible. In addition, don't print it on personal checks. Your Social Security number is the key to most of your financial information which makes it a prime target for criminals. Only give it out when absolutely necessary.



Protect your home wireless networks

No matter how

friendly you are, you wouldn't let your neighbor read your bank statements and private letters. If you have a wireless network in your house and don't protect it, you could be doing just that. As they come "out of the box", most wireless networks let anyone in range connect to them and that could also let them see your PC and your email. It is worth taking a few extra minutes when setting them up to enable the encryption settings. Briefly, if you don't understand the jargon, WPA is better than WEP.