

CYBERSECURITY

Protecting Your Data & Assets

1 Safeguard Email Accounts

Many scams involve hacking emails and impersonating the account owners to gain access to sensitive information and/or money.

Receiving Unsolicited Emails

- Practice caution when viewing
- Do not click on links or pop-up ads
- Do not open zip files or attachments

Receiving Suspicious Emails from Known Senders

- Be cautious and do not reply
- Do not open links, zip files, or attachments
- Contact the sender directly to discuss email contents

3 Browsing & Social Media

Be selective with what you share on social media, and use only trusted networks, computers, and devices.

Surf Safely

- Secure websites start with https NOT http
- Avoid suspicious links and pop-up ads

Secure Sharing

- Set privacy settings on Facebook and other social media sites to your comfort level

5 Educate Your Family and Staff

Often, you're not the only one with access to your personal data and documents. Educate your family members and employees on best practices to protect personal data or company information.

Best Practices at Work

- Establish clear security policies and procedures in writing
- Clearly define consequences for failing to follow policies
- Develop a mandatory cybersecurity employee training program

Stay Safe at Home

- Educate children on internet safety and monitor social media
- Remind children to never share passwords or personal identifiable information with others
- Teach children responsible password creation and protection

2 Protect Your Assets

When it comes to your digital life, consistency and redundancy are critical.

Protecting Your Money

- Review all financial statements when they become available
 - Report suspicious activity immediately
- Never send personal identifiable or account info via email, chat, or text

Backing Up Your Documents

- Back up your digital documents regularly via external hard drive or flash drive
- Make duplicates of photos, videos, original recordings, financial documents, and other materials and store in 2-3 different locations
 - External hard drives may be stored in safety deposit boxes

4 Smart Passwords

When creating passwords, never use confidential data or information that can be easily found about you online.

Creating Passwords

- Minimum 8-12 characters long
- Include numbers and special symbols
- Change your password every 3-6 months
- Consider using an online password vault



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If you experience cyber threats or fraud,

Visit www.ic3.gov

or call your local FBI office.