SAFE Tipsheet
Make It A Habit

Keeping your computers, cell phone, and all your electronic devices secure and your private information private doesn't have to be difficult. Knowing what you should be doing and consistently taking positive steps can create new habits that require little effort to maintain and eventually become automatic. Here are some tips to start taking action to make some new best-practice habits now.

Privacy:

- **Passwords are important** to protect against unauthorized access to company and personal devices, applications, and accounts. Use them whenever you can, and make them long and strong.

- **Use Multi-factor Authentication** (MFA) whenever possible. Even if someone discovers your password, MFA will keep them out.

- **Use a VPN** to keep your communications secure in the office, at home, and especially when away from home or traveling.

- **Never use someone else's devices** (computers, phones, iPads) to do any sensitive browsing, banking, or shopping.

Security:

- **Lockdown your devices** and make sure they all are password or passcode protected to keep unwanted eyes and bad guys out should you lose it.

- **Keep all your devices and applications current** by installing updates and patches as soon as they are available, including antivirus software.

- **Be careful what you plug into your computer** – USB devices can easily include malware, and once it's on your computer, it can spread to everything else you plug into it as well.

Awareness:

- **Always think BEFORE you click** that link, flashy add, scary warning, or unbelievable offer!

- **Know what you're downloading** and where it's coming from by using trusted websites and making sure the download link is what it says.

- **Monitor your accounts** for suspicious activity.

Finally:

- **Maintain backups** of your files at all times.

What's the difference between privacy and security?

Security refers to the ways we protect ourselves, our property, and personal information. It is the first level of defense against unwanted intruders.

Privacy is our ability to control access to our personal information.

Taking these simple actions can help keep the bad guys out, and doing them regularly will create some great habits and much-needed peace of mind.

SAFE: Security Awareness For Everyone