

BASIC DIGITAL SAFETY

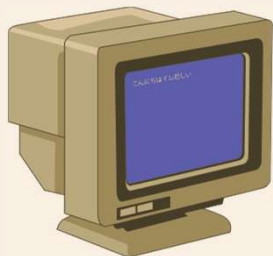
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DO YOU KNOW HOW TO STAY SAFE DIGITALLY AT WORK?

Basic Digital Safety is knowing how to protect yourself from online threats as well as being aware of any potential risks that we can face while web browsing. These online threats can happen at any time especially when being at work and not knowing how to use your computer or the internet well.

Here are some steps you can take to stay safe digitally.



PROTECT YOUR DEVICES.

- Computers, phones and tablets can be affected from viruses, online scams and hackers.
- A virus is an unwanted programme that can delete files from your computer, slow it down or even make it stop completely.
- Online scums and hackers can use your personal information to gain unauthorised access to your personal data.

PROTECT YOUR PERSONAL DATA.

- Make sure your privacy is being always protected, personal accounts such as online banking, medical information and sensitive personal data should be kept away safely.
- Avoid using passwords that relate to your personal life such birthdays, maiden names or even your birthplace.
- Make sure you don't overshare your personal information online.



Use an antivirus or security software program that can prevent your computer from being affected by malware. Programs like Norton Antivirus and Total AV can help you prevent issues in the future.

- Make sure you are changing passwords frequently and creating strong ones.
- Make sure that you are NOT oversharing on social media.
 - Take caution when using a free Wi-Fi.
- Allow your web browser to track and notify you of your online threats.
- Be careful when using new information and visiting websites.
- Here are examples of what domain names for websites,
 - **.gov** is used for verified government sites.
 - **.ac.uk** are used for academic institutions which are generally universities.
 - **.org** is used for a non-profit organisation and if you see **.org.uk** this confirms that the organisation is UK based.
 - One of the best ways to check if a website is safe to use, is by accessing <https://check.getsafeonline.org/>.

'Growing amount of false and misleading information on the internet has generated new concerns and quests for research regarding the study of deception and deception detection. Innovative methods that involve catching these fraudulent scams are constantly being perfected, but more material addressing these concerns is needed'.

REFERENCES:

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Network and Online Browsing (2018) Protect my privacy online. Available at <https://www.infosec.org.uk/protect-my-privacy-online> (Assessed: 2 May 2018)

BE CAUTIOUS ABOUT VISITING WEBSITES OR NEW INFORMATION.

- Know how to detect misinformation to prevent you from online traps as such scams.
- Knowing how to detect what type of websites and their domain names can be hard at times but if you know to detect them and know which are safe to use then you should be fine.
 - A lot of information online can be found not to be true and misleading.