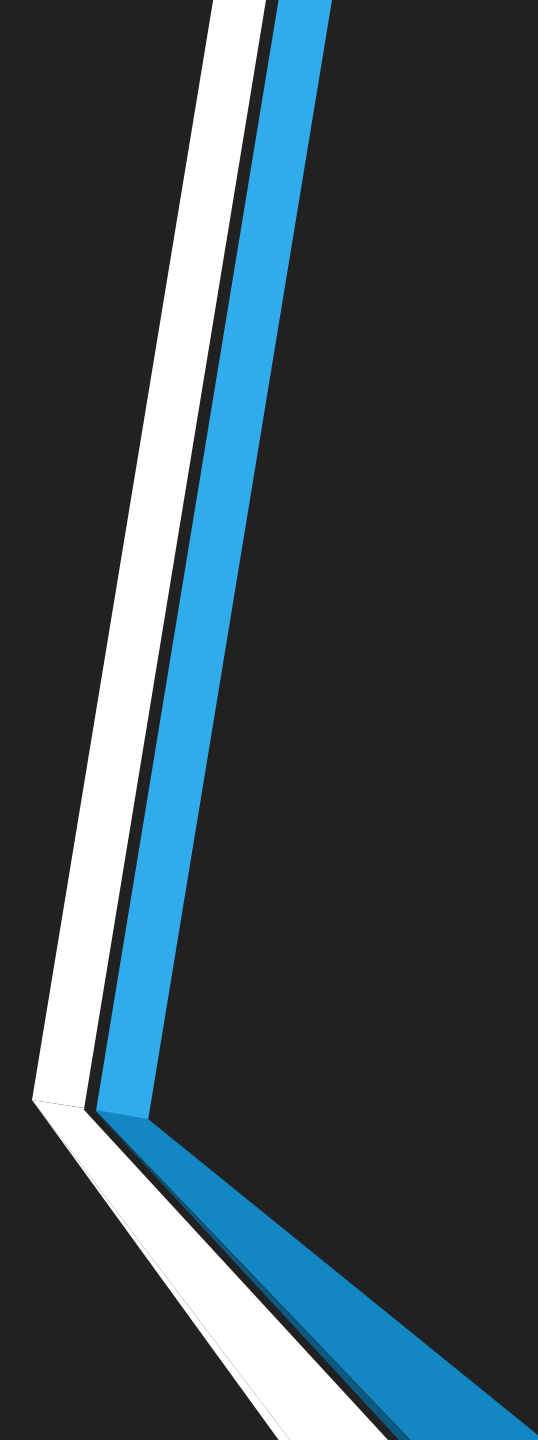




MR GHAZANFAR HUSSAIN

STUDENT NUMBER 2513364

LECTURER MAQSOOD SIDDIQI

DIGITAL SKILLS LCHS4007

DIGITAL SAFETY CHECKLIST

To keep digital tool and effective Sunrise Care Home should follow some basic safety step. staff should use strong passwords and update them often, turn on two factor authentication and lock computers when they not in use. Files should be stored safely in OneDrive or SharePoint instead of USBs or personal emails.

All staff should use strong password and two factors authentication to access digital records

If shared devices are used then it should be wiped clean of sensitive data after everytime its used

All Care Home keeping information safe is very important we must protect residents personal details, our computer system and the trust of families. Good digital Safety also help us follow the rules and prevent problems such as scam or hacking systems

Be caution with links and attachment reports phishing emails immediately.

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EMAIL AND MESSAGES

Verify sender emails addresses

If email you see as suspicious always check if sender adress has the right spelling is fine but if its has a bit mis spelling then you know that the email address doesn't match its fraudly account

Secure emails and messaging account

Ensure that both emails address and messaging apps have to be updated with new version this way it will protect security and secure communication as they be protected from third party access

