

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. How can we help? Glad you asked, here are some steps how you can stay safe digitally.



PROTECT YOUR DEVICES.

- Computers, phones and tablets can be affected from viruses, online scams and hackers. What is a virus?
- 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 protected at all times and that your personal accounts including online banking, medical information and sensitive personal data are kept away safely.
- Avoid using passwords that relate or may include anything to do with your personal life such birthdays, maiden names or even your birthplace. Make sure you don't overshare your personal information online.

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 if you don't have a clue what you're looking for, but as long as you know to detect them and what your looking for, you should be fine.
- A lot of information online can be found not to being completely true and misleading.



WHAT TO DO TO STAY SAFE!

- Use an antivirus or security software program that can prevent your computer from being affected by malware. You can trust programs such as McAfee, Norton and Total AV
- Stay Safe with protecting your personal data by making sure you are changing passwords frequently
- Create strong passwords
- Make sure that you are NOT oversharing on social media
- Ensure that you take caution when using a free Wi-Fi.
- Allow your web browser to track and notify you of your online activities and data so that if any threats are detected it could notify you to take action.

You have to be very 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
- 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.getsafelife.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'.

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