

BASIC DIGITAL SAFETY

Importance of Digital safety

To ensure the protection of personal information and the prevention of cyber-attacks, it is important to emphasise digital safety.

Practices of Digital Safety in the workplace

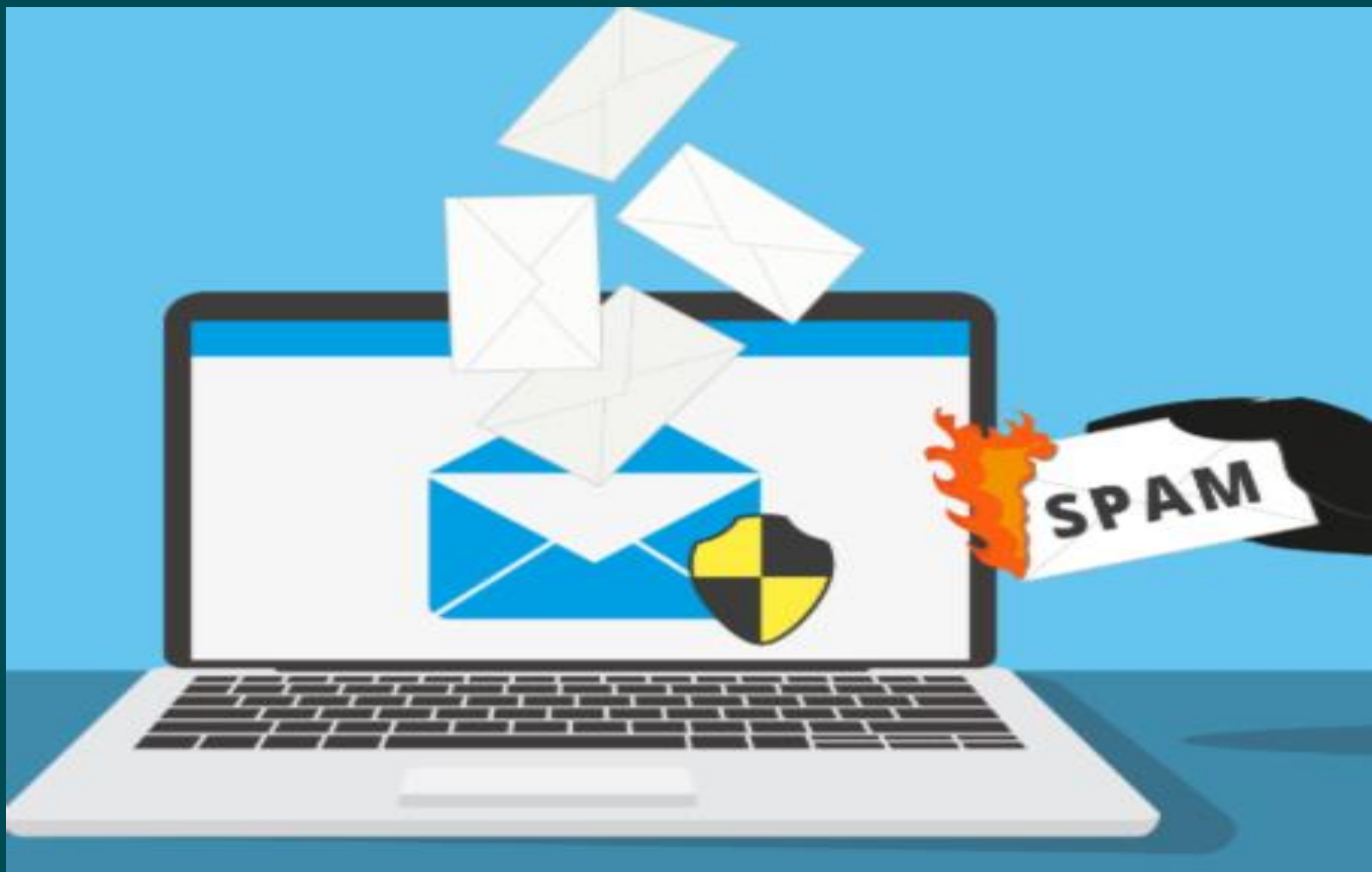
To ensure digital safety in a general office environment it is important to emphasise certain techniques and key steps.



Additional aspects

- Backing up data every 6 months to avoid any loss.
- Ensuring that secured Wi-Fi is used for doing any activities using the internet (Pimple et al., 2020).
- Being mindful of the information shared on social media.
- Make sure that the privacy settings are adequately chosen on the social media platforms.

It is the responsibility of each and every user to ensure that digital safety is adequately maintained. The use of digital media must be done responsibly to ensure that a secure environment is built.



Prompt reporting of incidents

- Ensuring the reporting of suspicious activities to the IT department promptly.
- Make sure that any suspicious emails or other activities are also adequately reported.
- Providing all the information as and when required to the entity for taking further action.

Security of device and network

- Setting strong passwords on phones and not leaving the device unlocked (Murray, 2022).
- Antivirus protection in all the devices.
- Making use of encrypted connections to avoid any issues.



Email Safety

- Avoid clicking on unknown links.
- Using email filters for better management.
- Verification of the address of the sender before further engagement.
- Cleaning the mailbox timely to reduce any engagement with suspicious mail.

Security of online passwords

- Avoiding the same passwords again.
- Having two-factor authentication for better security.
- Using passwords that are difficult to copy and making use of different letters and figures (Baskar et al., 2024).
- Changing the password every six months to avoid any loss of data and avoiding hacking.
- Not logging in to other's devices.

References

Baskar, K., Muthumanickam, K., Vijayalakshmi, P. and Kumarganesh, S., 2024. A Strong Password Manager Using Multiple Encryption Techniques. *Journal of The Institution of Engineers (India): Series B*, pp.1-8.

Murray, A., 2022. 'Prove It': Online Password Safety. *Solic. J.*, 165, p.64.

Pimple, N., Salunke, T., Pawar, U. and Sangoi, J., 2020, March. Wireless security—an approach towards secured wi-fi connectivity. In *2020 6th international conference on advanced computing and communication systems (ICACCS)* (pp. 872-876). IEEE.