

Digital Safety in the Workplace

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Stay Alert, Stay Secure



Use strong, unique passwords for each of your accounts to guard against unauthorized access.

Regularly update your passwords and consider using a password manager to keep track of them.



Never share your passwords, even with colleagues, to ensure your data remains protected.

Cybercriminals are clever, but you can be smarter. Phishing scams often disguise themselves as trustworthy sources to steal sensitive information. Always double-check the sender's email address and look out for suspicious links or requests. If an offer seems too good to be true, it probably is. When in doubt, contact the supposed source directly through official channels.

Backup Your Data



Data loss can occur unexpectedly. Regular backups can save you from the distress of lost files.

Use reliable cloud services or external hard drives to keep copies of important documents. Remember, regular backups are a safety net you can't afford to ignore.

What is Digital safety?



Digital safety is the practice of protecting one's identity, data, and devices in the online world. It involves measures to prevent cyberattacks, identity theft, and privacy breaches, ensuring a safe and responsible digital experience.

Guard Against Malware

Malware can infiltrate your system and compromise your data. Avoid downloading software from unknown sources and be wary of email attachments from unfamiliar senders. Regularly scan your computer for malware and educate yourself on the signs of an infection to act swiftly.



References: www.easyllama.com. (n.d.). Digital Safety Definition. [online]
Available at: <https://www.easyllama.com/definitions/digital-safety/> [Accessed 21 Apr. 2024].