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Your Guide to Cybersecurity in 2017

www.inverselogic.com

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Security is **everyone's** responsibility

Actively maintaining cyber security helps keep you, your colleagues, and your business safe.

Practice the following guidelines to ensure sensitive information stays out of the wrong hands.

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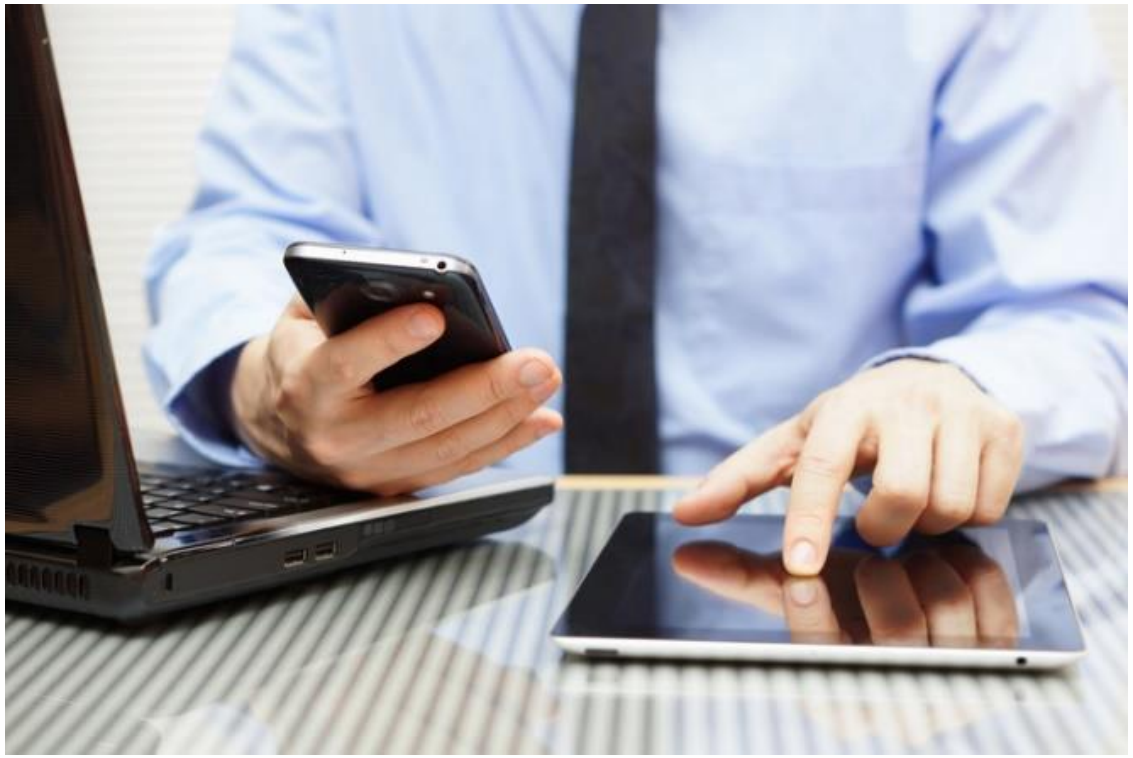
Don’t Get Tricked into Revealing **Confidential** Information

Unauthorized persons may contact you pretending to be someone they are not.

Never reply to unauthorized requests for:

- Credentials/Passwords
- Company/Personal Financials
- Company Secrets
- Personal Information
- Other Sensitive Data



Always stay on guard and report any suspicious activity.

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Don’t use **unsecured** computers or WiFi

Accessing sensitive information from an unsecured computer or network puts that information at risk.

We advise you to never check email, sign into accounts or access sensitive data when on public WiFi.

Always check that your machine is running the latest approved security patches, antivirus, and firewall.

Let Inverselogic know when your device needs an update.

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Don’t Leave **Important** Documents Out

It is easy for others to see documents left on your desk or in your office.

If documents contain private information, secure them in a locked drawer or shred them when they are no longer needed.

Clear your work areas of any sensitive information before leaving your desk.

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Lock Your **Computer** and **Mobile** Devices

We use our phones and computers for business email, password storage and financial information/data.

An unlocked computer, phone, or tablet is like a treasure trove to prying eyes.

Always lock your devices when they are not in use. This will keep your contacts, personal and proprietary information safe.

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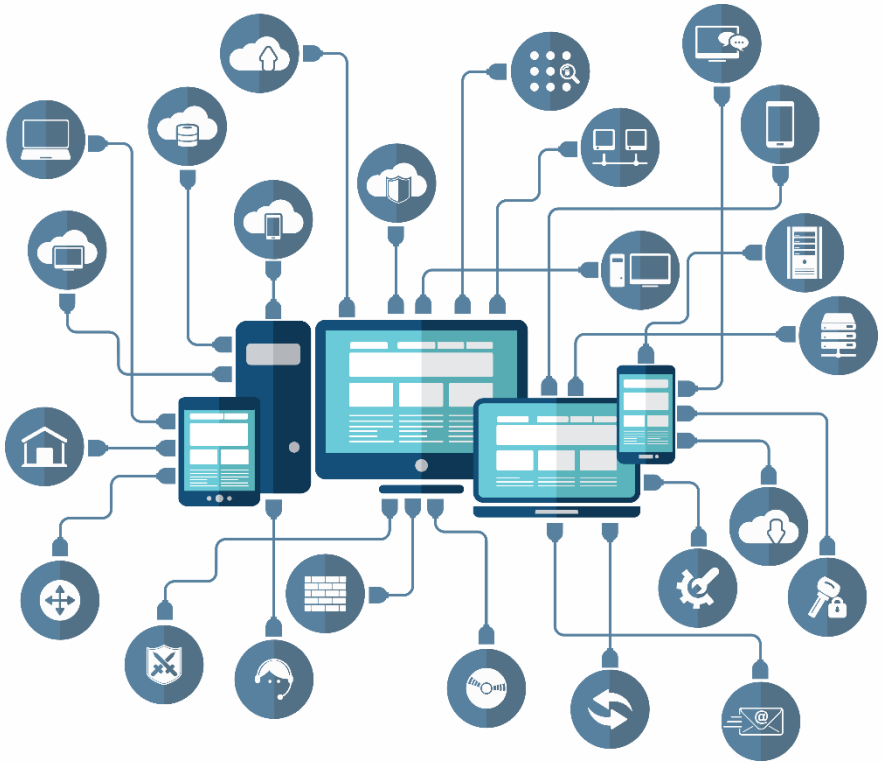
Use a **VPN** while traveling

Mobile devices like smartphones and tablets are just as susceptible to security threats as computers are.

Avoid free and open WiFi hotspots which are prone to attacks due to lax security. If you must use a hotspot, limit activities to web browsing and avoid activities which require you to enter passwords or sensitive information.

If you must connect to public WiFi on your phone or computer, use a VPN (Virtual Private Network) and make sure all data travels through the secure VPN tunnel to avoid malicious activity.

Good for use at airports and on planes.



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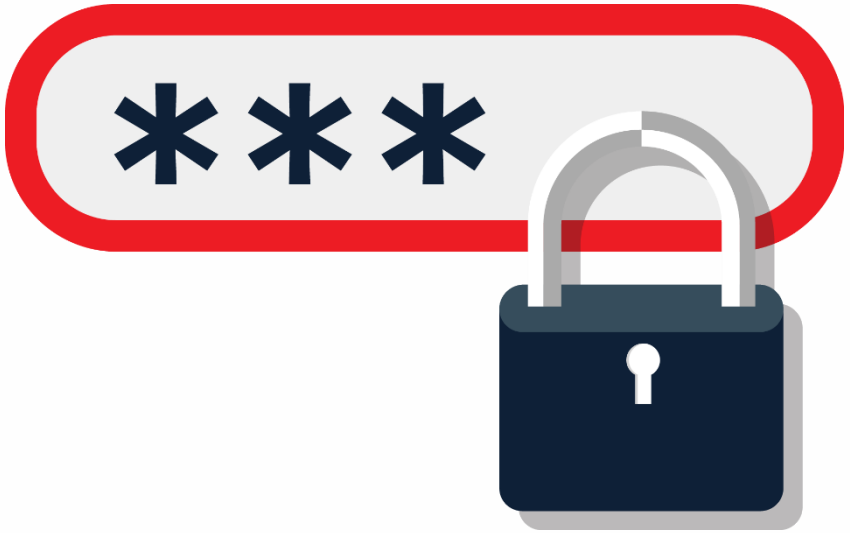
Password-Protect Devices and Sensitive Documents



A password protects information on your computer, phone, removable storage and other devices. Two-Factor Authentication is an additional precaution (i.e. password and *pin).*

In case your device is stolen or lost, a strong password can prevent your information from getting into the wrong hands.

Use complex passwords with letters, numbers, and symbols or phrases, and remember to change them often.

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Avoid **Suspicious** Emails and Links

Opening a suspicious email can put your computer at risk.

Delete any emails that seem suspicious. Never click on suspicious links, and never open strange emails. You could get a virus or have your information compromised. Free offers and sweepstakes winnings are usually too good to be true. *If it's too good to be true, it probably is.*

Think before you click.

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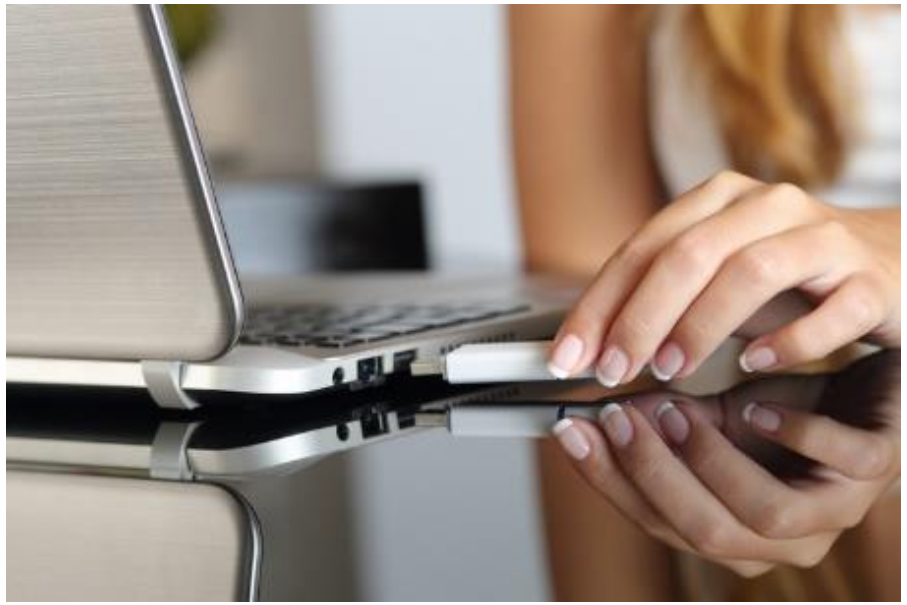
Don’t Plug in **Personal** Devices



Your personal devices might be compromised with code.

Never plug in your personal devices like phones, music players, or USB drives at work without getting approval. They could have a virus waiting to launch as soon as it is plugged into a computer.

Definitely do not plug in USB drives you find in public. It is very likely that they are loaded with viruses designed to infect your computer.

Check with Inverselogic before plugging in devices to charge or transfer data.

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Never Install **Unauthorized** Programs

Malicious applications often pose as legitimate games, apps, and even antivirus software.

Avoid installing new programs on your work system. You could risk infecting your computer and network by installing a malicious program.

Always check with Inverselogic when you need to download a new program.

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Be Smart About **Social Media**

Set clearly boundaries and inform employees of what company information should stay internal.

Limit social media in the workplace. Hackers often bait unsuspecting users with malicious links on social.

Employees should understand that anything shared online is shared with the world, so they should never post sensitive information online, even if they think a post or message is private. Once it's been posted, it will never disappear.

Keep work emails separate from social media profiles. Using a work email leaves users vulnerable to phishing schemes.

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Keep an Eye Out

Stay alert for anything out of the ordinary and report suspicious activity immediately.

Signs of a security threat are usually spotted by employees. Reporting unusual activity can help prevent a security breach.

In case something goes wrong, the sooner we know about it, the faster we can resolve the issue.

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Thank you for your continued trust and partnership!

For more information on how you can secure your network, contact Inverselogic.

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