

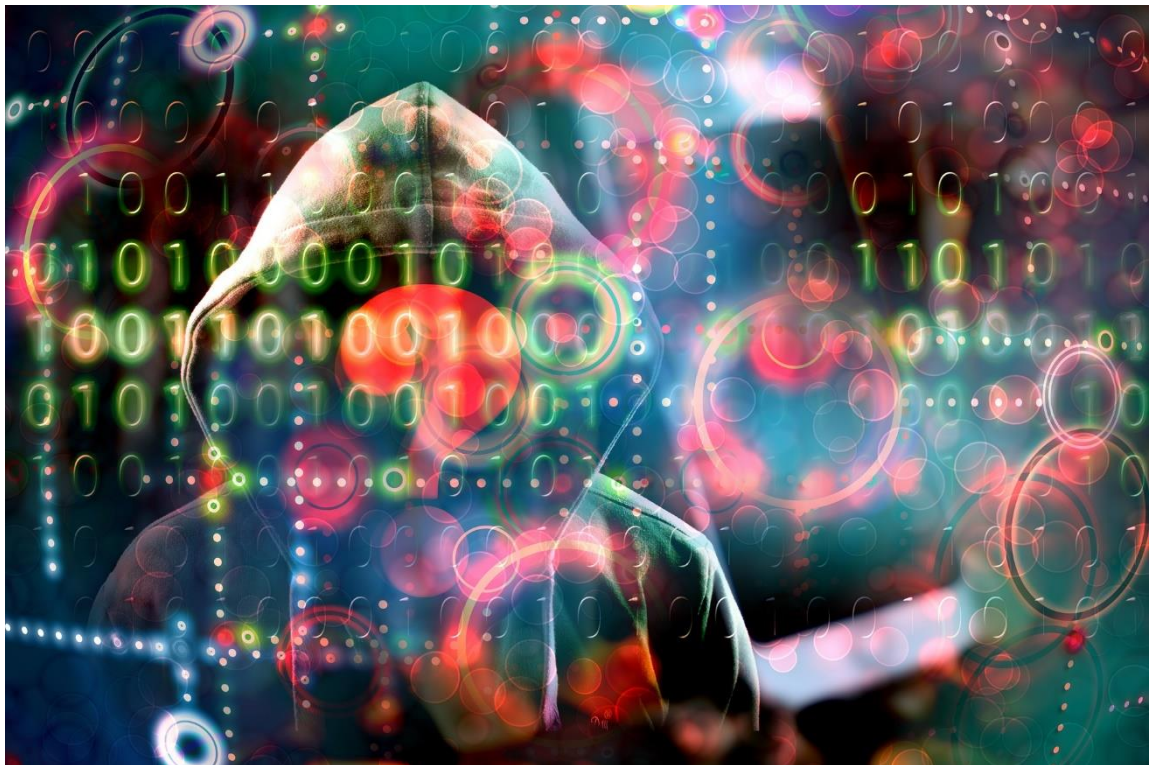


Important information

Please pass to your Business & I.T Managers

Wondering about whether to lift the lid on your
Cyber Security issues?

Why not let us help?



Cyber Security is a global problem of course but, paradoxically in many respects it comes down to individuals

People are increasingly 'tuned in' to **Cyber Security** & of course it touches on most of our **personal** as well as **working** lives.

Covid though has brought about huge & probably enduring **changes** in the **way** people work, **where** they do it & the **type of IT** they utilise.

So – risk is **increasing** & employers need to react. What to **say** to employees is a **key part** of that jigsaw.

That's something that has been recognised by **NHS Digital** who have now produced guidance, posters & other resources under their '**Keep I.T Confidential**' scheme.

This has been especially developed with **Social Care** organisations in mind. It adds to the National Cyber Security Centres, '**Cyber Essentials**' commonly used by school **Multi Academy Trusts & Federations**.

Basic **common sense** perhaps – but **reminding** about Cyber Security is an important way to make sure it **sinks in** and is adopted **for good**, by **all**.

Key advice for individuals is:

- **Be aware** – We work in diverse & often public places these days. Sharing information in public increases risk. So be careful.
 - **Look after data** – We share a lot in our work as part of more collaborative ways of doing things. It's important everyone always follow guidance on data sharing in line with the policies you set.
 - **Avoid weak passwords** – With our need to enter passwords multiplying this is an easy one to get lazy about. However, one of the easiest ways to protect is simply to use strong passwords.
 - **Look out for phishing** – Basically these are unwanted contacts with bogus links or attachments. They are pretty much everywhere these days & are getting trickier to spot.
-

- **Be aware of 'tail gaiting' & unauthorised access** – People are going to workplaces again & some areas are secure for a reason. Its really easy for someone to slip in with a crowd. Just be aware & be careful!
- **Lock screens** – If other people are about and you need to move away from your desk for a while lock your screen. Its easy to do but more difficult to have rigour to do it.
- **Be aware of major scams** – These are the 'biggies' that target organisations directly to extort money. They can be very convincing & might also involve phoning. If something just doesn't feel right it probably isn't.
- **Make sure files aren't messy** – There all sorts of reasons to ensure effective Records Management but at the heart of it is looking after the day to day. It means effective filing but of course that also means proper storage & retention.

Organisations though **can't stop** there. Tackling what needs to be tackled needs a **holistic** response & high up the list is to establish where **weak points** are in Cyber Security response.

That's something we can **help with** – One West offers Cyber Security assessment & we have experts in the field who can **reliably pinpoint** what needs doing.

However, that's still not the whole story:

There are **other** issues which often lie **behind** and need **input** – typically things like **Data Protection** practices & effective **Records Management** warrant attention too.

That's why we think the **integrated range** of services we offer – able to help on whatever comes up is especially **attractive**.

Add to that, **flexibility**, a commitment to always giving a '**square deal**' & some of the **best experts** in the field & you might feel it is time to give us a **call**.

We understand it can be difficult to '**lift the lid**' on these things but rest assured we are there to help you to do what needs doing.

If you are interested, you can contact steve_debruin@bathnes.gov.uk or jo_buchan@bathnes.gov.uk .

You might also want to check out our website www.onewest.co.uk .

We look forward to talking with you

The One West team



Copyright © 2022 One West, All rights reserved.

Our mailing address is:

One_West@bathnes.gov.uk

Want to change how you receive these emails? Just let us know