



Please pass to your Business Manager

Achieving Basic Cyber Security compliance



7 Top Tips to avoid problems

We hear so much in our work lives about **Cyber Security** issues it can feel overwhelming.

It is true it can be complex but equally much risk can be avoided if some **basic principles** are observed.

Our Cyber Security team were asked the simple question – what would you define as the absolute **basics** of good Cyber Security?

Here's what we got:

- **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. It's 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. It's 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.

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**.

Our advice is to regularly communicate this sort of thing so if useful why not take the time to remind your staff about what we have to say?

Also, if you are struggling with **Cyber Security plans** we can **help**.

One West is working with over **450** organisations throughout the South of England offering Specialist Professional Services. You can check us out via www.One_West.co.uk

If interested & you want to talk to us about any of our services you can ring on **01225 395959** or contact, Steve_Debruin@bathnes.gov.uk

You can also see what we do via www.onewest.co.uk

It would be great to hear from you.

The One West team



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