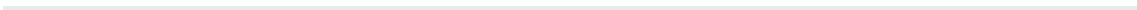




**Important information for your IT &  
Business Manager**

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

**Why not let us help?**



# Cyber Security is a global problem but paradoxically in many respects it comes down to the individual.

People these days have to be **'tuned in'** to Cyber Security & of course it touches on most of our personal as well as working lives.

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

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

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. It's really easy for someone to slip in with a crowd. Just be aware & be careful!
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- **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.
- **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 assessments, Cyber incident response plans & 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](mailto:steve_debruin@bathnes.gov.uk) .

You might also want to check out our website [www.onewest.co.uk](http://www.onewest.co.uk) .

**We look forward to talking with you.**

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