

## **Keeping Your Organisation Safe Online**

- Regular back-ups of important data on the cloud or a separate physical device
- Use antivirus software on all computers and laptops and switch on firewall if you have it
- Make sure all software is kept up to date on all devices
- Limit use of removable media such as SD cards and USB sticks – transfer files via email, the cloud or safe sites such as WeTransfer
- Switch on PIN/password protection and/or fingerprint/facial recognition on mobile phones
- Avoid connecting to public wi-fi, especially when working with sensitive data
- Replace devices when they are out of date and cannot process software updates
- Use two-factor or multi-factor authentication (2FA or MFA) when available
- Avoid using predictable and common passwords that may be easy to guess – use the Three Random Words method
- Change the default password on any new devices
- Provide secure password storage
- Use a password manager
- Only change passwords when prompted by the system or if you suspect a compromise