12 Tips to Stay Safer Online

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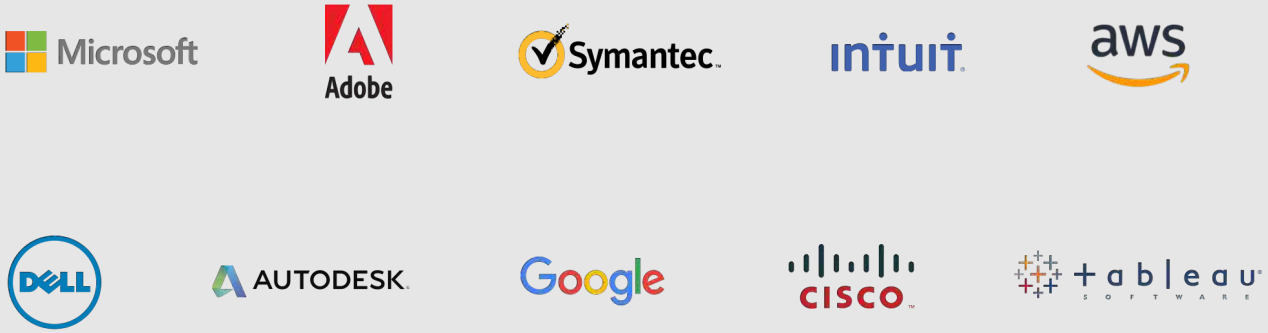

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- **Richard de Koster**
  Constitution Island Association, Inc

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Agenda

Introduction: Why is it important to be safe online?

Tip 1: Make it more difficult for hackers
Tip 2: Establish policies for staff and volunteers
Tip 3: Deter deceit
Tip 4: Secure mobile devices and remote workstations
Tip 5: Be vigilant when you use public computers
Tip 6: Be cautious when you use public Wi-Fi
Tip 7: Social media is social (not "private")
Tip 8: Limit how much you share
Tip 9: Be careful when your organization uses social media
Tip 10: Exercise caution with logins and consider whether to limit access to shared files
Tip 11: Familiarize yourself with the cloud provider's policies
Tip 12: Keep offline backups

Tip 1: Make it more difficult for hackers

- Be smart about passwords
  - Use different passwords for different websites
  - Use two-factor authentication whenever possible
- Keep your software up-to-date
- Security updates and Anti-virus definitions
- Use a spam blocker

Tip 2: Deter deceit

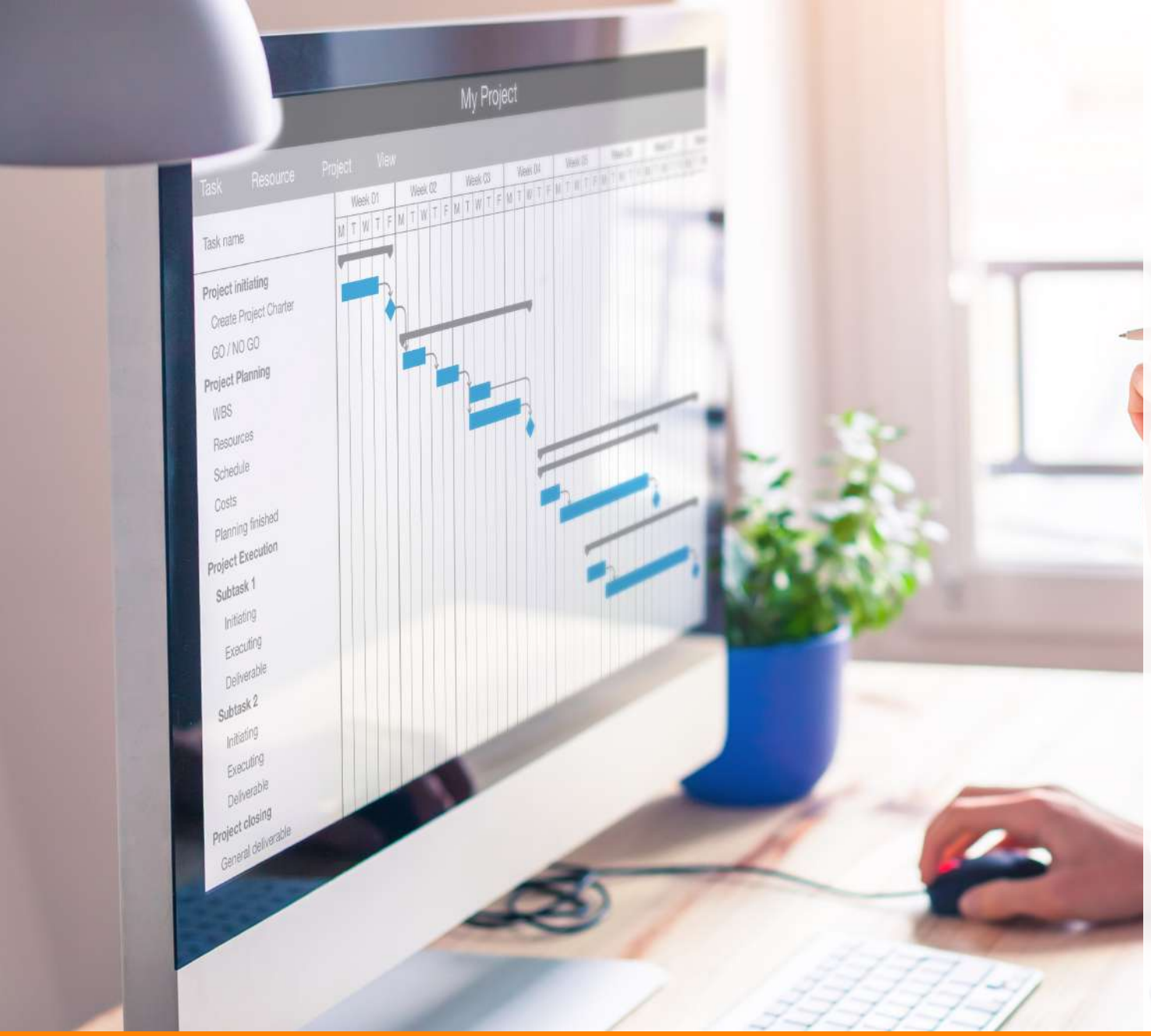
- Avoid social engineering
  - Never provide your password or other sensitive information!
- Beware of ransomware
  - Designed to defraud unsuspecting users. It convinces you that your device is infected with a computer
- Browse the Internet more securely
  - Check for the https: in the URL and that the certificate is up-to-date

Tip 3: Establish policies for staff and volunteers

- Develop a cyber-security awareness training program
  - Mandatory for all staff and others who access your organizations systems and data
- Establish an acceptable use policy for computers and mobile devices
- Use single sign-on wherever possible, or an identity management service such Microsoft ADFS or Okta

Tip 4: Secure mobile devices and remote workstations

- A mobile device should never be the only location for any set of important data
- Restrict access to your device with a PIN or password
- Use encryption on mobile devices for any sensitive data



Tip 5: Be vigilant when you use public computers

- You should view every public computer as a security risk
- In a public space, you also need to be particularly aware of physical security
- Never insert your devices or drives into a public computer
- Be aware of who might be viewing your screen

Tip 6: Be cautious when you use public Wi-Fi

- You should treat all public Wi-Fi networks as insecure
- Use your cell phone as a mobile hotspot
- Use VPN if you can when on a public network

Tip 7: Social media is social (not "private")

- Anything you post online is both permanent and transmittable
- Social media is a popular entry point for phishing and social engineering
- Consider your company's Code of Conduct

Tip 8: Limit how much you share

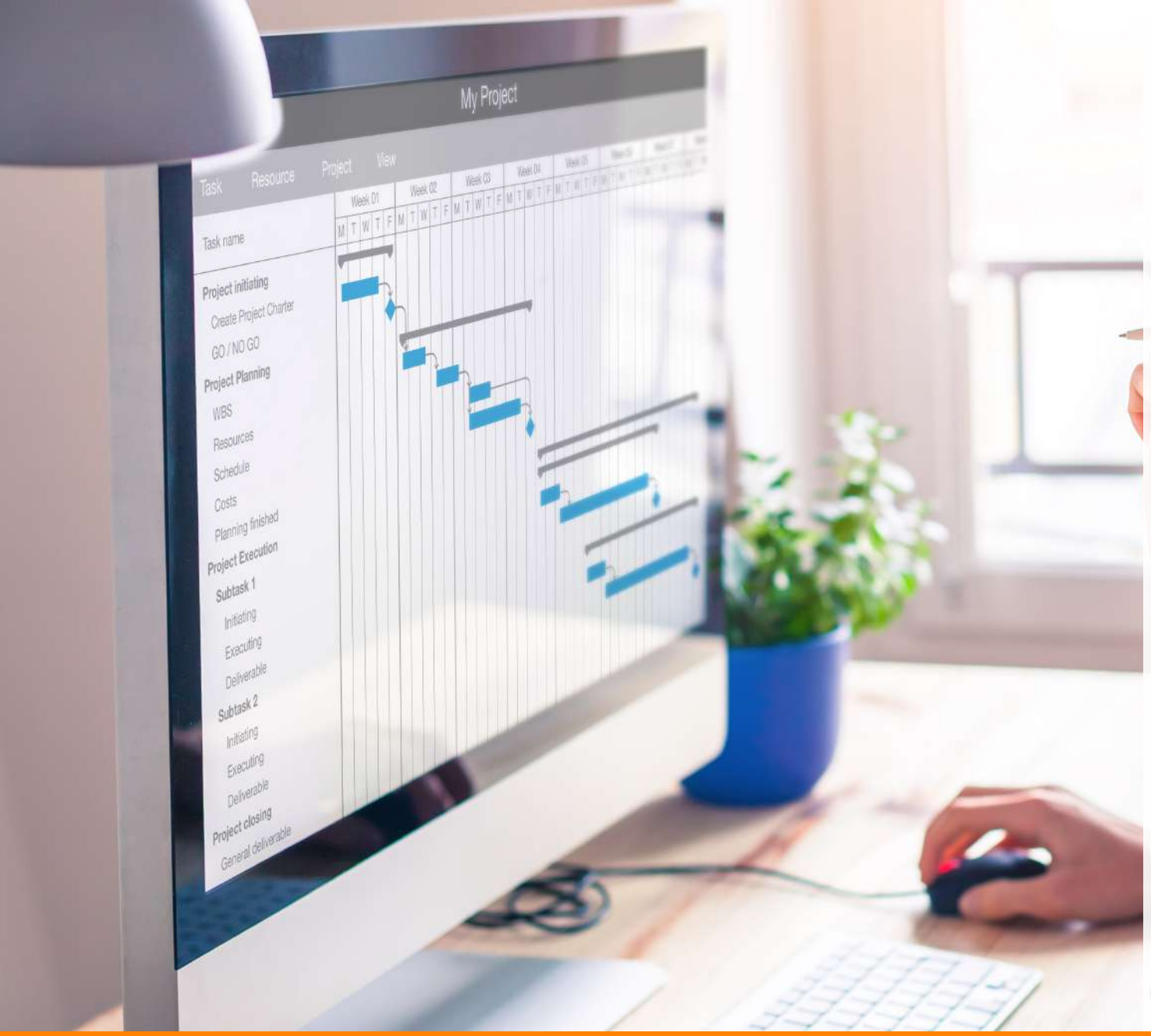
- Personal details can be used to defraud, impersonate, or find you
- Post only things that you would be comfortable to be heard in public
- Use common sense!

Tip 9: Be careful when your organization uses social media

- Special care must be taken when staff and volunteers use social media on behalf of the organization
- You should have a social media policy in place for your organization, if not, create one!
- Assign roles to staff as appropriate

Tip 10: Exercise caution with logins and limit access to shared files

- Each staff member or volunteer should have a unique login
- Employ two-factor authentication when possible
- Establish clear policies and security controls around file sharing



Tip 11: Familiarize yourself with a cloud provider's policies

- Be aware of the provider's policies in terms of data ownership and residency
- If authorities request your data, the service provider will likely comply and give your data to them
- Consider the importance of maintaining control of your data if appropriate

Tip 12: Keep offline backups when appropriate

- Consider data that you want to put in the cloud, and how the inaccessibility of that information would affect your organization's ability to operate

- If you are backing up data from the cloud, make sure it is encrypted

Questions?

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