

TIP

Passwords

- 1 Avoid obvious passwords that are easy to guess, like "123456."
- 2 Don't use passwords that can be guessed on your personal information, like date of birth.
- 3 Use a series of at least four unrelated words, since it's harder to crack.
Alternatively, mix special characters, upper and lowercase, and be a minimum of 10
- 4 characters.
- 5 Ideally, use a password manager to generate secure passwords and remember your logins.
- 6 Use two-factor authentication to make it more difficult for someone to access your account.
- 7 Never share your password with anyone, no matter who claims to be asking for it.
- 8 Don't write your passwords down; or at least not anywhere obviously accessible.
- 9 Change your passwords regularly to protect against data leaks.
- 10 Never use the same password twice; they should always be unique and unrelated.

Web browsing

- 11 If you don't recognize a link, don't click on it.
- 12 Check the address bar to ensure you're on the website that you think you are.
Is the website using a secure HTTPS connection? If not, there's greater risk of data
- 13 interception.
- 14 Check the lock icon in the address bar; is the website registered to who it should be?
- 15 Avoid adverts disguised as fake download links; if you're uncertain, don't click.
- 16 The dark web is full of scams and illegal activity, so avoid it.
- 17 Only download from trusted providers, and even then scan the files with anti-virus software.

Social media

- 18 Everything you put online is permanent, so only share what you're comfortable with.
- 19 Thoroughly review all your social media privacy settings so you know what's public.
- 20 Never let anyone else use your social media account, nor log in on a public computer.
Social media is full of hoaxes and scams. Remain vigilant. If something sounds too good to be
- 21 true, it probably is.
Do not overshare. You don't know who's looking at your information or what they're doing
- 22 with it.
Only share information of those who have consented. Are you sure you should share pictures
- 23 of your children?

Antivirus

- 24 Every system is susceptible to viruses, but some more than others.
You don't need to pay for antivirus software. Windows Security is a great built-in option, for
- 25 example.
Avoid dodgy downloads and opening unknown email attachments, since viruses are often
- 26 spread this way.
- 27 Educate yourself on the difference between viruses, malware, and keyloggers.
- 28 The ultimate, nuclear way to clean a virus from your system is to completely wipe everything.

Data

- 29 Encrypt private data and don't share the encryption key with anyone else.
- 30 Don't store sensitive data in the cloud; keep it entirely disconnected from the web.
- 31 External drives can easily be physically stolen, so be cautious about what you store on them.
If you're done with a drive, investigate how to securely wipe one; simply deleting the data
- 32 isn't enough.
- 33 If you buy a used computer, factory reset it and wipe it completely from top to bottom.
- 34 Back up your data: at least three copies, on two different types of media, with one off-site

Email

- 35** The email sender can be spoofed, so that email might not be from who it claims to be.
- 36** Don't recognize the sender? Not expecting that email? Don't open it and delete it.
- 37** If an email asks you to click a link or open an attachment that seems suspicious, trust your instincts and delete it.
- 38** If you're being asked to share sensitive information, don't do it. Your bank, ISP, Amazon, and so on will never ask via email.
- 39** If someone is trying to impose a sense of urgency for you to do something, it's probably a scam.
- 40** That long-lost relative who has died and wants to leave you a bundle of money? It's fake. Delete the email.
- 41** Your spam filter offers some protection, but it isn't foolproof, so don't assume everything in your inbox is safe.

Software

- 42** Keep all the software on your computer up-to-date, to patch vulnerabilities and enjoy the latest features.
- 43** Install operating system updates as they come through, especially critical security ones.
- 44** If you no longer need software, uninstall it completely.
- 45** Don't install random browser extensions, and only use those from trusted publishers.

Smartphones

- 46** When you install apps, check what permissions they ask for; be wary of camera, microphone, and location access.
- 47** Only install apps from the authorized app stores, though even then you have to be cautious.
- 48** Don't send and receive sensitive data over public Wi-Fi connections.
- 49** Protect your phone with a PIN, pattern, fingerprint, or some type of security lock.
- 50** Follow the same precautions you do on your computer, like avoiding dodgy sites and downloads.
- 51** Keep your phone on you whenever possible; this also protects against SIM card swapping.