



PHILIPPINE NATIONAL POLICE INFORMATION TECHNOLOGY MANAGEMENT SERVICE INFORMATION SYSTEMS SECURITY DIVISION



#BeCyberSmart: 5 WAYS TO BE CYBER SECURE AT WORK

Cybercriminals often rely on human error – employees failing to install software patches or clicking on malicious links – to gain access to systems. From the top leadership to the newest employee, cybersecurity requires the vigilance of everyone to keep data, customers, and capital safe and secure. #BeCyberSmart to connect with confidence and support a culture of cybersecurity at your organization.

SIMPLE TIPS TO SECURE IT.

- **Treat organization information as personal information.** Organization information typically includes a mix of personal and proprietary data. While you may think of trade secrets and company credit accounts. It also includes employee personally identifiable information (PII) through tax forms and payroll accounts. Do not share PII with unknown parties or over unsecured networks.
- **Technology has its limits.** Take proper security precautions and ensure correct configuration to wireless devices in order to prevent data breaches.
- **Be up to date.** Keep your software updated to the latest version available. Maintain your security settings to keeping your information safe by turning on automatic updates so you don't have to think about it, and set your security software to run regular scans.
- **Social media is part of the fraud toolset.** Avoid oversharing on social media and not to conduct official business, exchange payment, or share PII on social media platforms.
- **It only takes one time.** Be wary of unusual sources, do not click on unknown links, and delete suspicious messages immediately.