CYBER SECURITY TIPS

✉ Safe Email and Business Practices

- ◯ Do not use personal email accounts to conduct government business

- ◯ Limit use of web-based email services (e.g. Gmail, Yahoo Mail)

- ◯ Avoid storing files locally on your government desktop or laptop

- ◯ Always keep your computer powered on and connected to help ensure critical security updates are applied

🔒 Cyber Security

- ◯ Never disclose a government-issued username or password

- ◯ Never click on links or attachments in emails from unknown sources

- ◯ Never use your government-issued email address for personal use

- ◯ Do not answer suspicious emails even if they appear legitimate

🖥 Acceptable Use of the Network and IT Assets

- ◯ Take reasonable precautions to prevent the introduction and spread of viruses, SPAM or other malicious content

- ◯ Only install and use approved software and hardware

☁ Cloud-Based Software and Services

- ◯ Disable automated file transfer or synchronization features when using cloud-based software or services

- ◯ Do not use cloud-based software or services to share or store personal or confidential information

For more information: www.ocio.gov.nl.ca
www.ociohelp.psnl.ca

Newfoundland Labrador

Cyber Security is EVERYONE'S Responsibility