IT Security guidelines for Staff

Dos

1) Do scan your USB devices or external devices at home before plugging into company workstations or laptops.
2) Do personal backup of important documents especially if they are stored in local drive.
3) Do use strong, long and hard-to-remember passwords
4) Do check with the IT Specialist regarding any emails or dubious links when in doubt.
5) Do change your password regularly preferably at least once a year.

Don't

1) Do not use "password" as password.
2) Do not open attachments from unknown or suspicious users.
3) Do not click on unknown web links in either emails or web browsers.
4) Do not install unknown software or applications.
5) Do not use the same password for everything.
6) Do not share your credentials to anyone in the office or outside the office.