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THE TOP

Information Security Tips

Information Security is everyone's responsibility. It will help protect yourself and the University.



THE UNIVERSITY of EDINBURGH

01

Everyone is a potential target

Don't think it will never happen to me. Everyone is at risk.



02

Keep software up to date

Turn on automatic updates and keep all devices patched regularly.



03

Install anti-virus protection

Keep up to date. If you have one, turn on the firewall for added protection.



04

Practice good password management

Use strong unique passwords and never share them with someone else. Use a password manager.



05

Back up your data

Set up a regular backup schedule.



06

Use mobile devices safely

Protect mobiles and tablets by using encryption.



07

Lock your device before leaving unattended

Enable the screensaver and lock if leaving your desk.



08

Avoid being caught by phishing scams

Be careful of opening attachments and clicking links in emails.



09

Protect sensitive data

Use secure connections (VPN) and encryption tools for sensitive data.



10

Stay informed

For additional information and advice visit: www.ed.ac.uk/infosec



Treat it like treasure

WHAT'S YOUR BEST TIP?

Please tell us at: www.ed.ac.uk/infosec

If you would like to obtain the document in an alternative format, please contact informationsecurity@ed.ac.uk