

Information Security

Top tips to protect yourself and your data



Keep your software (Windows / Mac, Office, Adobe) up to date - Make sure you always have all the current updates to key software packages installed.



Use updated anti-virus and firewall software - Anti-virus and firewall software will help protect your computer against viruses, ransomware, and spyware.



Don't download software from any website you don't fully trust - Never trust a web page ad for free software, especially anti-virus software - it is probably malicious!



Never respond to SPAM or phishing emails - DIT, or any legitimate company, will **never** email you for your password or financial details



Encrypt confidential data - Use encryption software such as McAfee / Office 2013 to protect sensitive data from unauthorised persons. Never email personal data in plain text



Keep your password secure - if in doubt, change it! - Manage your DIT password at <https://mypassword.dit.ie> Don't use DIT passwords for personal activities.



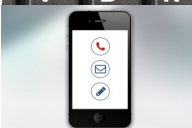
Keep a clear desk and a clear screen - Confidential records must be locked away at the end of each day. Computer screens should not be viewed by unauthorised persons



Keep laptop and mobile devices physically secure - Never leave your laptop unattended in a public place. Store small devices in lockable drawers when not in use.



Take regular backups of your data and keep these secure - Take steps to ensure that all essential records are backed up and recoverable in the event of a disaster



Enable security on tablets & mobile phones - You should enable encryption on mobile devices, and ensure that it requires your password after a certain period of inactivity