

## 10 steps to keeping your data safe

The following 10 security tips are basic practices that will help to keep your data safe from being lost or open to hackers.

1. Use strong and passwords to lower the risk of hackers. Follow our basic guidelines on how to make a secure password.
2. Use proactive software protection. Anti-malware software is a basic requirement for initial protection on all computers.
3. Use a firewall. Firewalls assist in blocking dangerous programs, viruses or spyware before they infiltrate your system. Various software companies offer firewall protection but hardware based firewalls provide a better level of security.
4. Be cautious of suspicious emails from unknown sources and don't open attachments in emails if you do not know the sender.
5. Don't open links that look unusual i.e. do not start with 'https' or 'www.', even if they have been sent from one of your contacts.
6. Keep your operating system updated. Repair the security holes that hackers love to exploit with the newest critical updates from Microsoft or Apple.
7. Take notice of your browser's various status warnings; if you don't see a closed padlock, or do see a red phishing warning in the address bar, don't share any information with this site.
8. Consistently back up your data. This can be done to a separate media device or an online backup solution.
9. Use remote kill switches if you have lost your smartphone or iPad. This software enables you to remotely wipe a device, just as you would disable a credit card.
10. Before entering your credit card details anywhere online, make sure the site you are using is secure. You can check this with most online retailers by looking at their URL – if it contains 'https://' and you see a padlock icon in your browser, you are safe.