

Tips to Help You Keep Your Computer Safe

Do you use e-mail? Do you download and save data on your computer? Do you make online purchases? If you answered yes to any of these questions, you need to take steps to protect your computer. There are many opportunities for malicious software to harm your computer system.

Use the following reminders to protect yourself against these intrusions both at work and at home.

M

monday

Don't open attachments from people you don't know or aren't expecting e-mails from. Also, check with your Internet Service Provider (ISP) to see if they provide virus or spam protection, personal firewalls or privacy software as part of their service to you.

T

tuesday

Change your passwords regularly and create passwords that are difficult to guess. Passwords should be a mix of cAsE with Num6ers & speci@l symbo!s. Industry standards suggest changing passwords every 60-90 days. Keep your password secure by not writing it down.

W

wednesday

When conducting business through the Internet, **make sure the Web site supports encryption of your personal data.** This may be shown by a lock symbol on the bottom of your screen or a notification of a certificate on the site you're browsing.

T

thursday

Create a copy of the data that you need for day-to-day operations. This copy should be on media, such as a CD, that can be kept in a secure location, away from your computer. Test your backup periodically to make sure your data is recoverable.

F

friday

Don't give out your or your customers' personal information online, via e-mail or via cell phone text messages simply because someone, no matter how convincing, asks for it. Verify the source for the request first before responding. Remember, disclosure of customers' personal data is protected by law.

S

saturday

Make sure the firewall, anti-virus and spyware software on your computer is current and active by enabling automatic updates from your software provider.

S

sunday

Document the steps you would take to replace or recreate the data on your computer if it were lost or stolen. Determine if there is any notification that would have to be done and how you could recover using the latest copy of your data.



To find more valuable tips, links and information for Network Security, click on Risk Control on www.cna.com. To learn more about products that can help protect your network, contact your local agent.

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