केनरा बैंक Canara Bank
भारत सरकार का उपक्रम
A Government of India Undertaking
सिंडिकेट Syndicate

Do's and Don'ts

**Lets Celebrate !!!**
**Cyber Jagrookta Divas- July 2022**
**on**
***First Wednesday of Every Month***

**Information Security Section**
**Risk Management wing**

# Cyber security  guidelines for your workplace- Do’s and Don’ts

Do’s

## Password Safety-Do’s

- Password should be 10 characters long.
- Use passphrases to remember it easily and difficult to crack
- Use special characters replacing the letters like a-@,s-$,v- ^, i-!

## Email Safety-Do’s

- Don't open emails from someone you don't know or trust
- Avoid sending any sensitive information over email.

## Mobile phone Safety

- ❑ When you leave your phone , always lock it.
- ❑ Ensure that your apps  are properly closed after usage.

## Disable

Keep the GPS, Bluetooth, NFC and other sensors disabled on your computers and mobile phones. Enable When required.

## Multi factor Authentication

Use of an MFA factor like a thumbprint or physical hardware key means increased confidence that enhances your safety

# Cyber security  guidelines for your workplace- Do’s and Don’ts

## Do’s

### Patch /update

Keep your Operating System and BIOS firmware updated with the latest updates/patches

### Be cautious ⬇ Mobile Apps

- ✓ Download Apps from official app stores of google (for android) and apple (for iOS)
- ✓ Before downloading an App, check the popularity of the app and read the user reviews
- ✓ Avoid downloading any app which has a bad reputation or less user base

### Be cautious in clicking links

Avoid opening any links shared through SMS or social media, etc., where the links are preceded by exciting offers or discounts, etc., or may claim to provide details about any current affairs

### Antivirus update

- ❖ Install Antivirus software.
- ❖ Ensure that the antivirus is updated with the latest virus definitions, signatures and patches

### Use Authentic Software

Use authorized and licensed software only.

# Cyber security  guidelines for your workplace- Do’s and Don’ts

Don’ts

## Password Safety-Don’ts

- ✓ Don’t use the same password in multiple services/websites/apps
- ✓ Don’t save your passwords in the browser or in any unprotected documents
- ✓ Don’t share system passwords or printer passcode or Wi-Fi passwords with any unauthorized persons

## Remote access safety

Don’t use any unauthorized remote administration tools (ex: Teamviewer, Ammy admin, anydesk, etc.)

## Personal safety

- ❑ Don’t share any sensitive information with any unauthorized or unknown person over telephone or through any other medium
- ❑ Don’t use any unauthorized 3rd party video conferencing or collaboration tools for conducting sensitive internal meetings and discussions
- ❑ Don’t disclose any sensitive details on social media or 3rd party messaging apps

## Discard Obsolete items

- ✓ Don’t install or use any pirated software (ex: cracks, keygen, etc.)
- ✓ Don’t use obsolete or unsupported Operating Systems.

## Do not Plug in!

Don’t plug-in any unauthorized external devices, including USB drives shared by any unknown person