Tips and Tricks #2

Safe Computing Checklist

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Database & Software Development
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ACCESS CONTROL

- ❑ Lock your computer when you are away.   Press   ⊞   L
- ❑ Don't share or write down your passwords.
- ❑ Choose strong passwords (uppercase, lowercase, numbers & characters)
- ❑ Change your passwords every 1 to 2 months.

EMAIL

- ❑ Don't open email or attachments from unknown senders.
- ❑ Don't click on web site links in emails unless from a reputable source.
- ❑ Encrypt sensitive emails and attachments.

INTERNET

- ❑ Use your business computer only for business. Avoid disreputable and file-sharing web sites (music, photos, games, etc.)
- ❑ Verify a web site's encryption and security certificate before sending credit card or other sensitive information.

PROTECTION

- ❑ Make sure your firewall, antivirus, and Internet protection software is working and is not showing any warnings.
- ❑ Make sure Windows is set to update automatically and make sure any pending updates are addressed.
- ❑ Keep your laptop locked to a docking station or use a cable lock.
- ❑ Secure or encrypt files that contain sensitive information.
- ❑ Back up your computer regularly.

MANAGEMENT

- ❑ Find out what information security regulations apply to your business and make sure you are compliant (GLB Act, PCI, HIPAA, State laws, etc.)
- ❑ Have your system audited annually for security risks.