

# EYES AND EARS COULD BE FOLLOWING YOU

## PROTECT SENSITIVE DATA

- Ensure that equipment that has been used to store sensitive University data is disposed of correctly
- Don't leave your computer unlocked when unattended
- Be aware of the risks of using open Wi-Fi hotspots or public computers in libraries, airports, etc
- When you work in a public space, you're not the only one who can see your screen
- Report any loss or suspected loss of data to Information Assurance: [infoassurance@worc.ac.uk](mailto:infoassurance@worc.ac.uk)

For more information visit:  
[www.worcester.ac.uk/informationassurance](http://www.worcester.ac.uk/informationassurance)



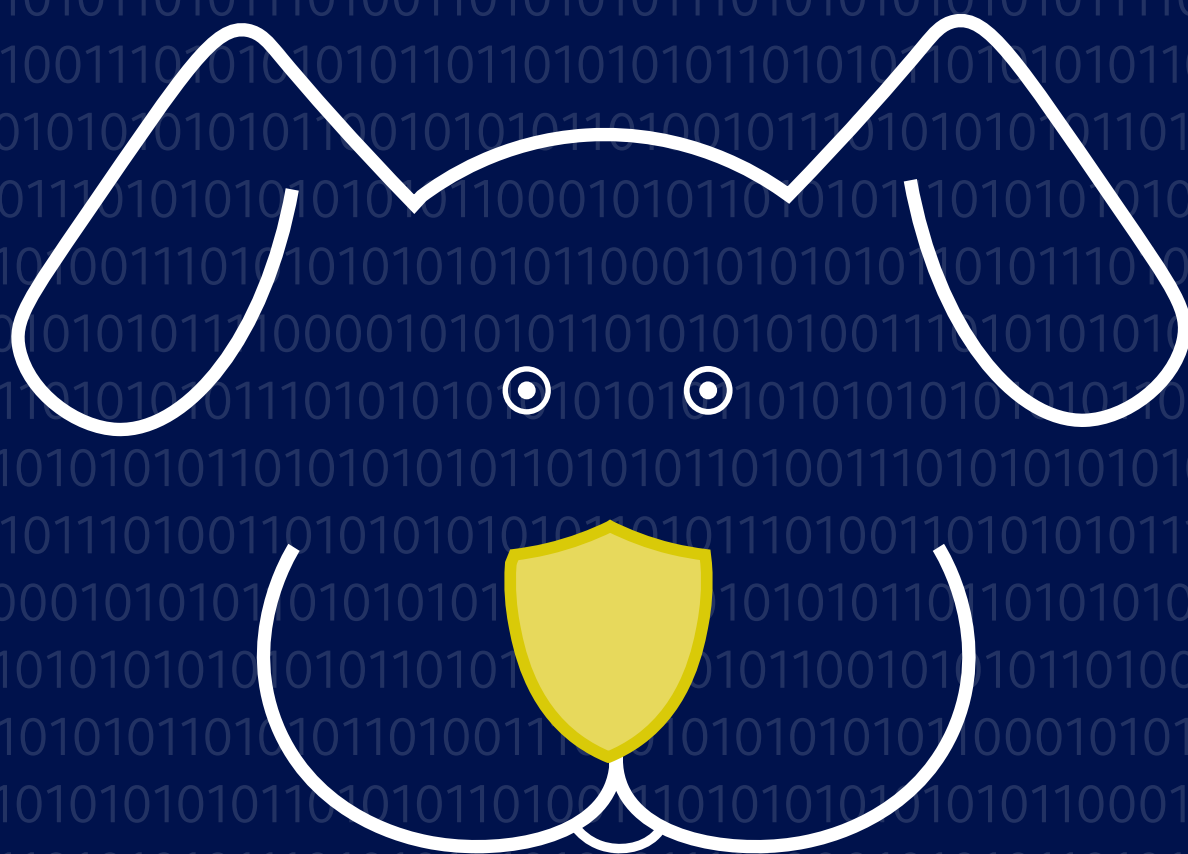
# DON'T GET CAUGHT BY PHISHING

A phishing scam will tempt you to verify personal details by clicking on what looks like a legitimate link.

## **DON'T BE TEMPTED TO TAKE THE BAIT**

- Delete suspicious emails
- Never respond to emails requesting your personal data
- Don't send, forward or open unauthorised bulk (spam) email

For more information visit:  
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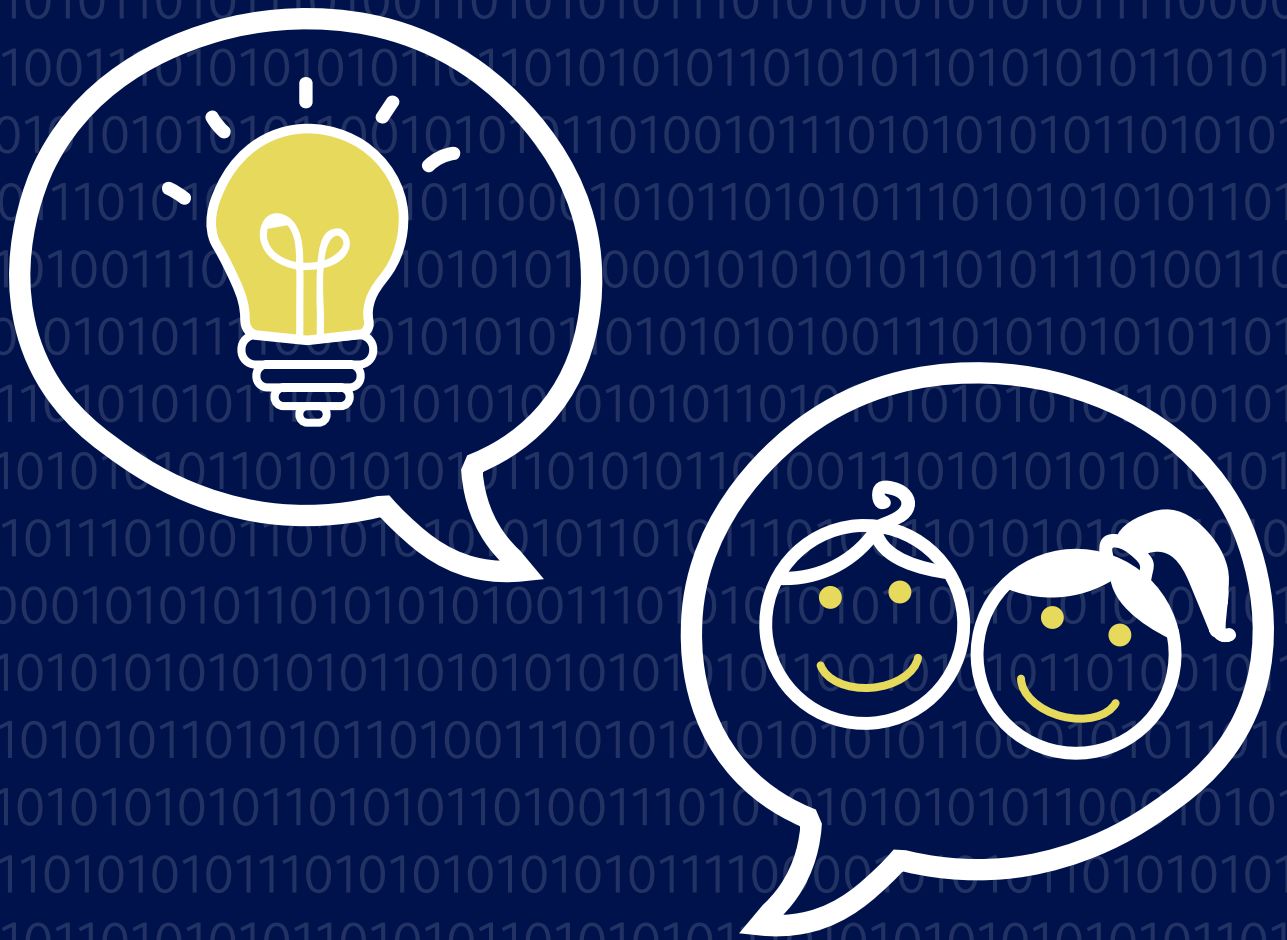


**THIS IS YOUR DOG'S NAME,  
NOT YOUR PASSWORD.**

**PROTECT YOURSELF ONLINE**

- Don't use a predictable password
- Use a combination of letters, numbers and symbols
- Use a different password for each account
- Don't disclose your password to anyone
- Don't record your passwords in an easy to access document

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# BE STATUS SMART & COMMENT KIND

**REMEMBER WHAT YOU POST ONLINE CAN  
LAST A LIFETIME**

- Check your privacy settings
- Think about what you're posting and be sensitive when you comment
- Consider how much personal information you make public

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# MAKE YOUR DESK A FORTRESS

## SECURE SENSITIVE MATERIALS AND CONFIDENTIAL RECORDS

- Don't leave paper-based records in plain sight where they can be viewed by unauthorised people
- Securely lock confidential paperwork when away from your desk
- Don't make copies of restricted University information without permission
- Lock your computer when leaving your desk

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