

# Online Security

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This document is provided to users of this website for *general information purposes only*. No reliance should be placed on the information or advice contained herein.

**You are responsible for your computer's security.**

## PROTECTING YOUR COMPUTER

- Install and activate security software on your computer (ensure it includes anti-virus, anti-spyware, firewall and anti-spam filter).
- Run regular scans of your computer for viruses.
- Update your security software regularly to ensure you are always running the current version (this is often able to be set to 'Automatic' during installation).
- Check your internet browser's security settings for ways to make your browsing more secure
- Do not open email attachments or click on hyperlinks in emails if you do not know the sender
- Only download documents/files/images etc from reputable internet sites
- Be wary when exchanging files with colleagues or friends

## PROTECTING YOUR MONEY

- **NEVER** provide PIN numbers for bank accounts or credit cards electronically. Banks do not request you to confirm these details through emails or online.
- **NEVER** provide PIN numbers for bank accounts or credit cards to others.

## PROTECTING YOUR PASSWORD

- Make your password as secure as possible (eg use a combination of alpha-numeric characters, upper case and lower case letters etc, eg 5ecur1tY, BadB0y27)
- Avoid using your or family members' names
- Avoid using obvious words (eg password)!
- **NEVER** share your password with anyone
- **NEVER** send your password via email
- **NEVER** select 'Remember Password' (deactivate remembering usernames and passwords in Autocomplete settings of your internet options)

**If you are unsure of how to protect your computer, contact an appropriately qualified internet or computer technician.**