

Core brief

Wednesday, 19 July 2017

Introduction

This issue brings you information on being cyber safe at work and home.

Be cyber safe at work and home - passwords

Hackers can use your email, social media and online banking accounts to gain access to all your personal details, leaving you vulnerable to identity theft or fraud. Passwords are your keys to your online life. It's just like locking your front door or your car – keep them safe and don't have the same keys for every lock.

- A strong password is your first and best defence against cyber criminals
- Your most important accounts are your email, social media and online banking accounts. So it's important to have strong and separate passwords for each account
- The best security in the world is useless if a malicious person has your username and password.

The use of strong passwords is essential in order to protect your security and identity. Following these simple steps will make it much harder for cyber criminals:

- Always use strong password - use the combination of three random words, numbers and non-alphanumeric characters like: ~ ! @ # \$ % ^ & * _ to create a strong password, e.g. @SeeCatEek or SeeCatEek99 or !SeeCatEek28 or 473See\$CatEek&
- Never use any word which is related to you and may be easy to guess, for example by looking at your social media pages. Absolutely never use:
 - Current partner's name
 - Child's name
 - Other family members' name
 - Pet's name
 - Place of birth
 - Favourite holiday
 - Something related to your favourite sports team
- Look after your password – never disclose it to anyone. If you think that someone else knows your password, change it immediately
- Don't get caught out – factory set default passwords being left unchanged is one of the most common password mistakes that user's make.

Passwords are an essential part of modern life. Every day we provide passwords as authentication to systems and services, both in the workplace and at home. Make sure yours are strong and secure.

Visit our cyber safe site on StaffNet at:

<http://teams.staffnet.ggc.scot.nhs.uk/teams/CorpSvc/HIT/eHealth/CS/default.aspx>



The poster features the NHS Greater Glasgow and Clyde logo in the top right corner. The main title 'Nominate your NHS Hero' is centered in a large, bold font. Below the title, a paragraph reads: 'The Chairman's Awards celebrates innovation and the outstanding difference made by our staff who go that extra mile for their patients'. Two purple circular callouts on either side of the title state 'Last few dates to nominate!' and 'Closing date 31 July!'. A central banner contains the text: 'Last few dates to nominate, closing date 31 July. Get your entries in! Go to: www.nhsggc.org.uk/chairmansawards Or tel: 0800 027 7246'. The background is decorated with several star-shaped cutouts containing photos of NHS staff members.

Are your contact details up-to-date? [Click here](#) to check