



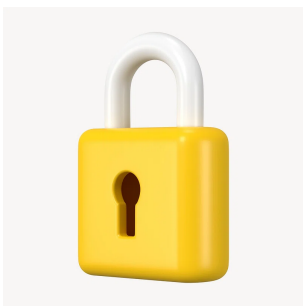
CYBER SECURITY BASICS

Safety is as easy as...

Secure

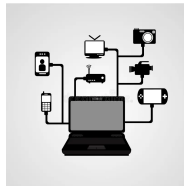
Lock your devices! They should never be left unattended. Password protect your phone/tablet, and every time you walk away, log off or lock your screen.

Create strong passwords! Make a unique and lengthy password using a combination of numbers, special characters, and uppercase and lowercase letters. Consider downloading one of the many free apps that allow you to securely store all of your passwords in one place. **NEVER** share your passwords!



Manage

Encrypt your emails! Our best practice is to encrypt any email that contains personal information about one of our participants or a member of our staff. Simply add the word 'encrypt' to the subject line of your email.



Respect privacy! Do not store personally identifiable information like social security numbers, medical details, and pictures of our participants on your device.

Make use of the tools available to you! Keep your operating system, apps, and software up to date in order to take advantage of the latest technology that fights cyber attacks.

Maintain

SHIELDS UP

Know how to identify phishing threats! Beware of emails that ask for personal information or require "immediate action". Carefully inspect links before clicking to make sure they are for reputable websites, and never respond to messages that ask for usernames and passwords.

Be alert! Always be aware when clicking links, visiting websites, and opening attachments. Be conscious of what you plug into your computer, as viruses and malware can spread flash drives and cell phones.

Maintain integrity! Do not log in to your secure accounts on someone else's device.

Take action! Immediately report any suspicious activity to compliance@paladin.care.

 **Think before you click!**