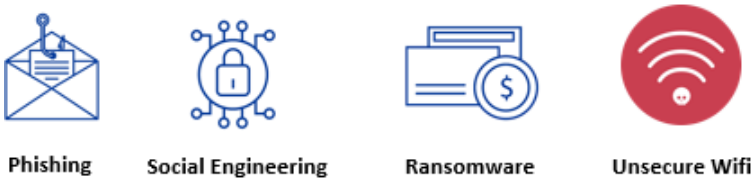
---------- WEEK 8 REFERENCE SHEET: Clean Desk Policy ----------

MAIN IDEAS	NOTES
What is a Clean Desk Policy?	A clean desk policy ensures that all important documents, confidential letters, binders, books, etc are removed from a desk and locked away when the items are not in use or an employee leaves his/her workstation. **It is one of the top strategies to utilize when trying to reduce the risk of security breaches.** Having a clean desk helps two ways: • eliminate clutter • prevent the likelihood that anyone can gain access to your company's information or the information of your clients. **The Clean Desk Policy is all about being aware of your valuable information and the Threats to it!**
External threats to your Information	Four of the biggest external threats to our organizations today are:  Phishing Social Engineering Ransomware Unsecure Wifi
PHISHING	
What is Phishing	Phishing refers to the practice of creating fake emails that appear to come from someone you trust, such as: • Bank • Credit Card Organization • Popular Websites The email will ask you to: 1. "*Confirm your account details or your vendor's account details*" 2. Then direct you to a website that looks just like the real website, but whose sole purpose is to steal information.
SOCIAL ENGINEERING	
What is Social Engineering?	When attempting to steal information or a person's identity, a hacker will often try to trick you into giving out sensitive information rather than breaking into your computer. Social Engineering can happen: • By baiting

	• Over the phone • By text message • Email (Also called phishing)
Social Engineering – Over the Phone Tactics	STEP 1: You may get a call from someone claiming to be from Microsoft. *(A popular organization. Most likely you are using some form of Microsoft software).* STEP 2: They attempt to win your trust by either frightening you then letting you know that they can protect you. *For example, they claim that they received a message that your computer is compromised, and they have to login to your system to fix it.* STEP 3: Once you give them access, they will install a ***real virus*** on your computer and then ask you to pay them to remove the virus. If you decline to pay, they will attempt to activate the virus that they installed on your computer out of vengeance to destroy your computer.
RANSOMEWARE	
What is Ransomeware?	Ransomware is a type of malware (malicious software) which criminals use to extort money. It holds data to ransom using encryption or by locking users out of their device. • Often, systems are infected by ransomware through a link in a malicious email. • When the user clicks the link, the ransomware is downloaded to the user's computer, smartphone or other device. • Ransomware may spread through connected networks.
UNSECURED WIFI	
What is Unsecured WiFi?	An **unsecured Wi-Fi** connection is one that utilizes no security encryption whatsoever. Encrypted **Wi-Fi** channels secure your data from interception, as no one can access any of the connected computers or the connection itself.
Risks of Unsecured WiFi	A major risk of connecting to an unsecured Wi-Fi connection comes from using services that require login information. Data transmitted over unsecured Wi-Fi can be intercepted by third parties. These third parties can extract your login information and passwords from this intercepted data and use it to fraudulently access your services.
Solution to using Unsecured WiFi	There is just 1 solution to the threats of using unsecured wireless network: ***Don't use them.*** Just turn on your hotspot feature on your cell phone and use that as your WiFi if needed.

PASSWORD MANAGER RECOMMENDATIONS	
Three of the top recommended password managers:	DASHLANE LastPass 1Password
DASHLANE	*What sets Dashlane apart from its competitors is its Password Changer* ***— this replaces hundreds of passwords with a single click****. This incredibly helpful feature, which is surprisingly rare in the password manager world, saves a ton of time and is available to both Free and Premium users.*
LAST PASS	*LastPass Free is the best free password manager available.* ***It doesn't restrict you to a single device or a specific number of passwords.*** *Best of all, it comes with useful extras, such as the Security Challenge feature — which monitors my password strength — and the built-in 2FA system — LastPass Authenticator.*
1PASSWORD	*1Password has the* ***best family plan in terms of price and secure data sharing*** *— it makes sharing important data with your family super easy. The Watchtower feature sends alerts if any credentials have been breached, and the built-in 2FA adds another powerful layer of security to an already secure password manager. Plus, with a 30-day free trial, you can check it out and see if it's right for you and your family.*