CYBER SECURITY BASICS FOR STAFF

Simple actions every member of staff should follow to protect the organisation

- **Use strong passwords and never share them**

- **Enable multi-factor authentication wherever possible**

- **Be cautious with unexpected emails, links or attachments**

- **Verify payment or bank detail changes by phone**

- **Lock your computer when leaving your desk**

- **Keep software and devices updated**

- **Report suspicious emails or activity immediately**

- **Follow company cyber security policies**