Freedom of Information and Protection of Privacy

FOIP Digital Citizenship 101

Jeremy Duffin, BA, MAS, ECMs

Information Management & Privacy Advisor

Mount Royal University

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Digital Citizenship – Agenda

1. Secure your **Work Station**

2. Protect your **Login Credentials**

3. Secure your **Mobile Device**

4. Be careful of **Social Engineering**

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Securing your **Work Station**

o A computer with a virus…

❖ *Runs Slower than usual.*

❖ *Has web browsers settings that have been changed.*

❖ *Have pop-up windows appearing that cannot be closed.*

❖ *Navigates to websites that you did not ask to visit*

*Cyber Attackers will often mimic anti-virus software

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Securing your **Work Station**

o If you have a computer with a virus…

- ✓ Leave the dialogue box open, do not click anything.

- ✓ Unplug the network cable on your computer.

- ✓ Contact ITS (itservicedesk@mtroyal.ca or x6000)

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Securing your **Work Station**

o Protect your Work Station by…

✓ *Always updating your Apps.*

✓ *Only install apps/plugins you need*

✓ *Use browsers in private mode*

✓ *Perform regular back-ups (e.g. H and J Drive and Google Drive are backed up by ITS)*

✓ *Lock your computer when idled (Ctrl/Alt/Delete)*

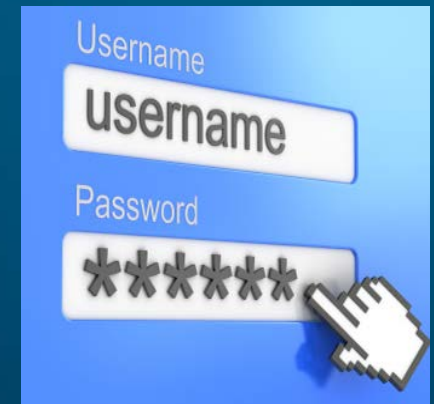✓ ***If it sounds too good to be true…it is probably a cyber attack (Suspicious Links)***

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Protecting your **Login Credentials**

Top 25 worst Passwords (2015)

| 123456	Password
12345678	Qwerty
12345	Football
Welcome	Abc123
11111	1qaz2wsx
Dragon	Letmein
Login	princess

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Protecting your **Login Credentials**

o Protect your Login Credentials…

✓ Do not share your credentials with anyone
  Email Phishing attempts (click this <u>urgent</u> link)

✓ Do not blend your work credentials with personal <u>social media accounts</u> (twitter, linkedin, Instagram).

✓ If you believe your credentials have been compromised or someone is using your account, immediately change your password and notify ITS.

✓ Create a **strong password**
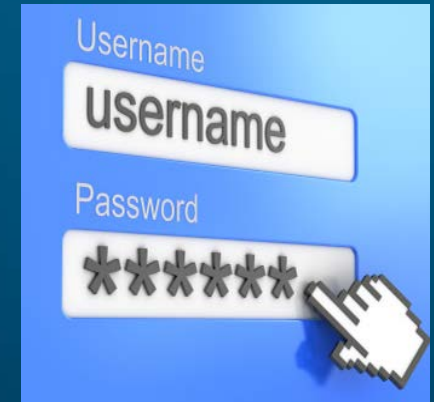
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Protecting your **Login Credentials**

o Creating a <u>strong password</u> includes

✓ 8 – 10 characters

✓ Has 1 upper case letter = minimum

✓ Has 1 special character (*&@!*$) = minimum

✓ Uses **KeePass** (MRU ITS) to store all passwords

Weak passwords include…

❖ A word found in a dictionary

❖ Part of the user name or birthdate

❖ Info that can be easily found on social media (Pets)

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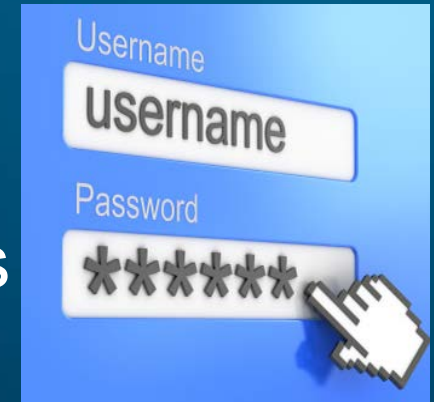
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Securing your **Mobile Device**

Do
Lock your device in your desk or cabinet (**Treat the device like Cash** – do not leave unattended)
Lock your device in your office
Password protect your iphone, flashdrive, laptop **(Right click – turn on Bit Locker)**
Learn how to remote wipe your phone
Consider **not storing personal information** on a mobile device *Or limit to only storing that info, which is necessary
Choose apps from trusted sources
Only use **secure wifi connections** to transmit data (prevent data interception)
Keep your Operating System and Anti-Virus up-to-date
Delete suspicious emails and do not click on links (phishing attempts)

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Be careful of **Social Engineering**

> **Social Engineering:**
> *Is a method that cyber attackers use to gain secure information.*
>
> *The cyber attackers use methods to **gain your trust** and then **simply ask** for the information they need to breach your network security*

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Be careful of **Social Engineering**

o These methods can include…

❖ Phishing or Road Apples (Mystery Flash Drv)

❖ Baiting

❖ Fake Service Calls

Examples….

Free download!!!! – Contest Winner!!!!

You Are Infected!!!! - Click here to be protected

Click this Link NOW!! – Account Deactivated

Click here to Win Money and Quit your job!

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Be careful of **Social Engineering**

o Common Phishing clues…

✓ Email contains grammar or spelling mistakes

✓ Requires immediate action

✓ Threatens to shut down account

✓ Contains generic salutations

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Be careful of **Social Engineering**

o Handling suspicious <u>email</u>…

✓ DO NOT CLICK ON ANY LINKS!!

✓ DO NOT OPEN ATTACHMENTS!!!

✓ Type the (url) in your browser to test the link first

✓ "Hover" your <u>cursor over the link</u>, which will reveal where it actually goes.

✓ If the sender is an <u>MRU employee</u> – phone the employee and confirm it is legitimate.

✓ Delete the email.

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Email Tips – **Sending Email**…

✓ Consider the **Level of Sensitivity** of the info
   you are emailing (Banking Info, SIN #)

✓ Be professional

✓ Use Bcc (Blind Carbon Copy) to protect privacy

✓ **DOUBLE-CHECK** Recipients before sending

✓ **DOUBLE-CHECK** Attachments before sending

*ALWAYS CHECK BEFORE A **LONG WEEKEND**!!

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Questions?