

# Working Safely Online

## Nine Golden rules for **Staff**



### 1. **Protect your password**

Never share your password with anyone. No one will ever legitimately ask you to give out your password or PIN number, either over the phone or in an email.

### 2. **Keep your personal data secret**

Never give out credit card or other banking details to another person. Do not share personal information such as your address, phone number, family birthdays etc. unless you know or recognize the recipient.

### 3. **Be wary of web links in emails and on web sites**

Links could refer you to sites containing harmful viruses or spoof web sites. Check links first or type the address into the address bar in your browser.

Phishing is the criminally fraudulent process of attempting to acquire sensitive information such as usernames, passwords and credit card details by masquerading as a trustworthy entity in electronic communications. Communications purporting to be from popular web sites, auction sites, online payment processors or IT administrators are commonly used to lure the unsuspecting. Be wary!

### 4. **Do not cause offence or break the law**

Check out the University's policies and Codes of Practice on 'Acceptable use of IT Services' and 'Data Protection'. Be aware that the University IT systems and networks are monitored for quality, acceptable use and other lawful purposes as defined by the University's Monitoring policy.

### 5. **Secure your personal computer**

Lock your terminal when away from your desk; physically secure your laptop.

### 6. **Ensure your business critical data is stored safely**

Make full use of network storage areas which are regularly backed up; Archive email to a safe store regularly.

### 7. **Think 'Protect' when handling data**

Protect personal data of others. We are responsible for managing personal data of others sensitively and securely. Mobile devices are easily lost or stolen. Think before storing personal data or personal data of others on mobile devices. Is the device encrypted?

### 8. **Understand copyright**

Photocopying and scanning of copyright materials is only permitted under certain circumstances – refer to notices beside each photocopier, seek advice from the Copyright Officer (Ext 24364) and visit

[www.ulster.ac.uk/copyright](http://www.ulster.ac.uk/copyright)

### 9. **Seek advice and assistance**

The Information Services Service Desk is available by telephone on 903 66777 or by email at:

[servicedesk@ulster.ac.uk](mailto:servicedesk@ulster.ac.uk)

You can also visit our Information Point in the LRC on your campus.

**Information Services**

**ICT Customer Services**