

THE GOOD EMPLOYEE TIPS

#1 Do not access sensitive data through public networks

#2 Beware of listeners when speaking about sensitive data

#3 Beware of the information you write or print on paper

#4 Respect protocols to destroy or archive paper-format data

#5 Encrypt files before sending or uploading them anywhere

#6 Never plug in USB devices from unknown sources

#7 Use authorized cloud services and read terms & conditions

#8 Always delete metadata before sending files outside



**PROTEGO
CYBER SECURITY
AWARENESS**

