



Back to the Office

Cyber Security Guidance



THE
**CYBER
RESILIENCE
CENTRE**
FOR THE NORTH WEST

CONTENTS

1. Introduction
2. Passwords
3. Cloud Security
4. Software Updates
5. Working from Home Policy
6. Cyber Awareness Training

BACK TO THE OFFICE

Cyber Security Guidance

If your staff are heading back to the office in the coming weeks and months; you should remember to reinforce the cyber security basics.

After such a prolonged period of being away from the office during the pandemic, many businesses moved to a more flexible working setup. It's important that you ensure that your network and devices are all secure.



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Revisit Old Passwords

We all have old passwords and accounts that need updating. Don't forget to revisit any old passwords and attempt to change those which are most at-risk.

Review any passwords that are short, easily guessed or using a word or number unique to us. *Such as;* Date of Birth, Pet name, Maiden Name, Address etc.

How do I find old passwords?

If you are using a password manager in your internet browser (Chrome, Safari, etc) then most of the work is done for you.

Go to your browser's settings and review all of your passwords. Some browsers such as Safari do the password review for you and flag a warning next to a weak or repeated password. Make sure you review them all and change those at risk.

Safari > Preferences > Passwords

Chrome > Settings > Passwords

Cloud Security

If you've found yourself working from home a lot more, there are few things more important than sharing work documents remotely with colleagues.

Online file storage, syncing and sharing services like Google Drive, One Drive, and Dropbox play a huge role in allowing us to share things quickly and securely.

Cloud services mean we've all become more comfortable in using them for hosting servers on the cloud. This is similar to when you rent a car and you're responsible for looking after the rental vehicle.

Whilst these services provide access to all your important data— Word docs, PDFs, spreadsheets, photos, and any other digital assets — from wherever you are. You need to keep reviewing your security settings and adjust based on your company's needs.



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Cloud Security

- Enable two-factor authentication. (Enforce it if necessary).
- Choose a strong and unique password for your account.
- Store any passwords in a secure password manager.
- Define who can access your data in the settings - make sure you have defined administrator roles.
- Define access to your documents - take advantage of view, comment or edit access.
- Take advantage of login and online activity monitoring, your cloud should display details of when you last logged in. If you think this is incorrect, or from a suspicious location, then your data may have been breached.



Business Membership from £500

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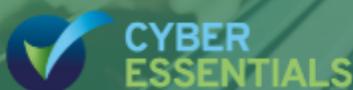
Software Updates

Out-of-date software, apps, and operating systems contain weaknesses. This makes it easier to hack, especially if your employees aren't keeping them updated or if you have devices that have been sat unused in your office for a prolonged period of time.

It's important you make time to install any critical security updates to your OS and any other software. These updates may take several hours, so factor this into your return to work planning or even consider going in a few days early to make sure all devices are up to date. Your employees mustn't try to bypass any security updates when they get back behind their desk.

Going forward make sure you turn on automatic updates for your devices and software that offer them. This means you do not have to remember to install updates each time.

Don't worry - most devices will send reminders on your phone or computer.



What is Cyber Essentials?

[Learn more](#)

Working from Home Policy

Staff who were previously used to sharing an office are now much more comfortable working remotely. Have you thought about making sure your teams can continue to collaborate securely?

Your organisation needs to be prepared now we're all transitioning into hybrid working patterns. Having all or large numbers of staff working from home is here to stay and you need to have a policy in place is vital.

At the Cyber Resilience Centre, our business memberships come with cyber security policy and procedures templates (including a 'Working from Home Policy').

These policies have been designed by our Cyber Security Consultants to help you put the right measures in place. Helping to ensure your business has a clear security strategy and can respond efficiently if an incident should occur.



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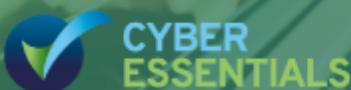
Cyber Awareness Training

The most effective way to secure yourself in the digital world is to educate yourself and your staff. 80% of breaches could be prevented by raising awareness amongst staff.

Cyber defence needs education and routine checks similar to any other aspects of the business such as finances.

This doesn't have to be in-depth technical knowledge of how a cyber attack works. A simple overview of attack trends and general awareness will give you defensive measures - remember lack of knowledge is the attacker's advantage.

For example, if you learn how Phishing works and what are the objectives of a Phishing attack then you automatically have an extra defensive measure built-in within your organisation.



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Cyber Awareness Training

Try to roll out this education regime throughout your entire company.

Train with the Cyber Resilience Centre today.

Our training is focused on those with little or no cybersecurity or technical knowledge and is delivered in small, succinct modules using real-world examples.

Awareness training is tailored to each company to provide the right level of skills and context for your business.

Our trainers are highly knowledgeable, personable and friendly and pride themselves on providing the right environment for your people to feel comfortable and to ask questions.

Request a quote or learn more today.

Email: info@cyberresiliencecentre.com



Security Awareness Training tailored to your business.

Enquire today



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