Whose primary responsibility is it to protect information?

The computer ☐

The information security team ☐

Every employee ☑

SECURITY

Information Security News

Hello,

Information sustains and powers a business. Right information, processed at the right time and delivered to the right recipient keeps a business running smooth and profitable. In this context, protecting information, the systems that process the information, the channels that transmit the information and the facilities that house the information and information systems becomes paramount in making the business sustainable and profitable.

Mistakes people make

Ask yourself a very simple question. Imagine you have created a very complex password which is tough to be guessed by anyone. Good job! But, you decide to write it in your notepad, which is often left unattended at your desk when you are out for lunch or a meeting. What purpose has the strong password served?

"Responsible" information security

The previous example proves that "technology" alone does not solve "security" risks. Rather, it is "responsible" application of information security practices by the people that uses information and information assets, which protects information. In this newsletter we provide facts and tips that will help you appreciate the importance of information security and practice it yourself.

The ACME Inc. Information Security Team

Did you know?

It takes a hacker **25 minutes** to crack a 6-character password which contains only letters

It takes a hacker **3 hours** to crack a 6- character password if it contains letters and numbers

It takes a hacker **1 week** to crack a 6-character password if it contains upper and lower case letters and numbers

Now you know how to make life difficult for the hacker!

Do the small things right, the big things take care of themselves. That is the secret of good information security. Here are 5 simple things that you can do every day to protect information.

1) Lock your computer (ctrl+alt+del) when you leave the desk
2) Lock away documents when you leave work
3) Pick printouts as soon as you print them
4) Pick up documents and wipe white boards after a meeting
5) Do not use official computers for inappropriate purposes

The 4 most widely used passwords.....and, you were wondering why hackers steal data so easily!

123456, password, 12345678, qwerty

Do you want to change your password now?

Know more about our Information Security practices

1) Our information security policies are available here ....
2) The Information Security Officer of ACME Inc. is, ..., & he can be contacted at ....
3) You can seek information security help & report information security incidents at ....

Reporting Security Incidents: The duty of every responsible employee

Report Incidents here:..............

Prevention is better than cure. By reporting an information security incident as soon you detect or suspect it, you will be helping prevent a major disaster. Examples of information security incidents that you must immediately report are:

1) A stranger inside the office without valid identification
2) An unattended laptop in a common location such as a cafeteria
3) ACME Inc. information posted in the public domain such as Internet, Social networking sites etc.
4) A misbehaving computer. It could be a virus. Report it before it spreads and brings the network down
5) A file or information that you suspect is lost or stolen

Information Security Incidents must be reported at:...

Information security in personal life

Information security is not applicable just for business. Here are 6 essential tips to protect your credit card.

1) First and most important – Subscribe to an SMS alert service for every card transaction
2) Always store your credit/ debit cards in a secure place. Never leave your wallets with credit cards unattended
3) When using your credit card in a restaurant or a retail outlet, do not let it out of sight
4) Destroy the PIN mailer after memorizing the PIN
5) When shopping online only buy from recognized websites that have a landline and a full postal address
6) Never use your credit card for online shopping from a public computer. They may have key-loggers installed that capture your credit card details.

Now, let's go quizzing!

1) True or False: Information security practices comprises technology, processes and people
   a. True b. False
2) Choose the correct answer: Which of the following is the STRONGEST password?
   a. StrongPassword123
   b. $trongPassword00
   c. $trongPa$$word123
   d. $trongPa$$word1@#
3) You notice a post made about ACME Inc. in Facebook that gives potentially classified information. What would you do?
   a. Send an email to Facebook and ask them to delete it
   b. Inform the ACME Inc. Information Security Team
   c. Try to delete it yourself
   d. Do nothing. It's Facebook's problem

To see the answers, click here