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# Cyber Security

An information booklet to  
help you keep your money  
safe online



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# Introduction

The Internal Audits Team have created this information booklet to help you keep your financial information **secure online**.

## What's included in this guide?

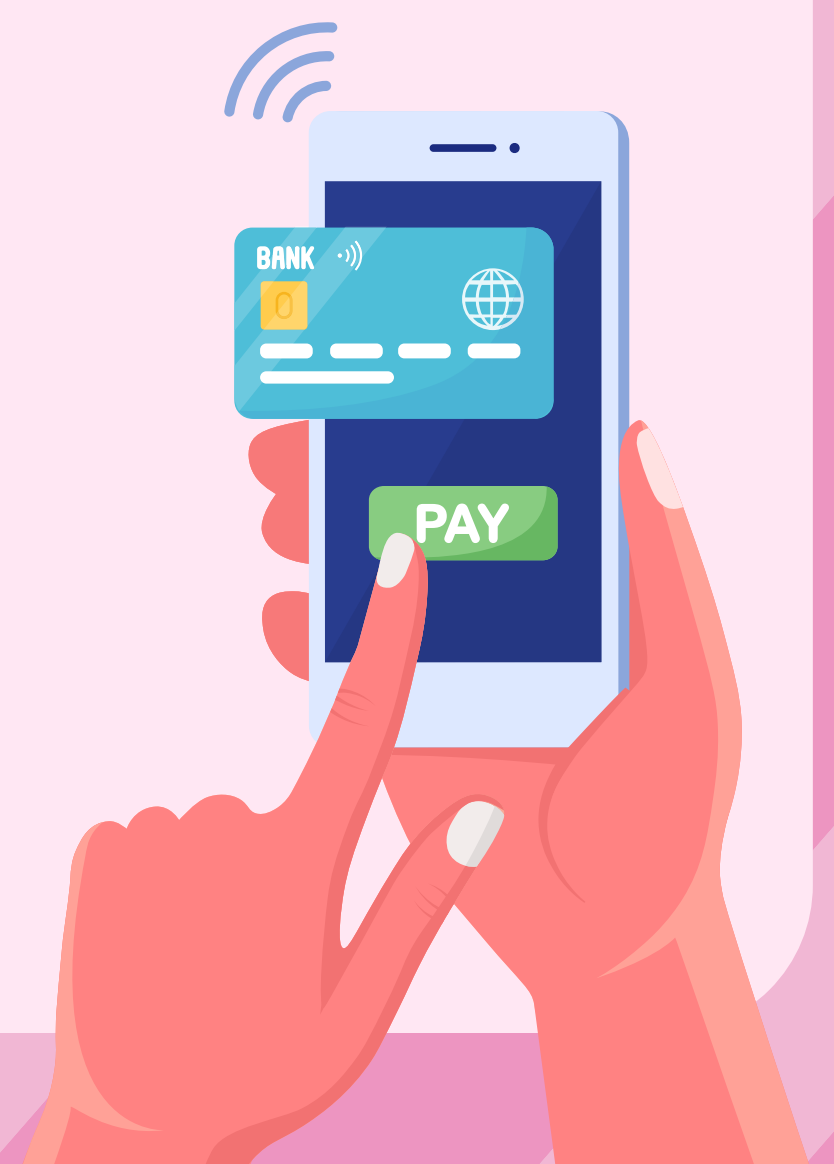
Passwords  
Sharing Details  
Browsing Online

## Why is it important?

It is important to keep your financial information secure to make sure that your money is **protected**.

People can use information such as passwords and personal details to **access your money**.

Hackers can also use **non-secure** websites to access your information.



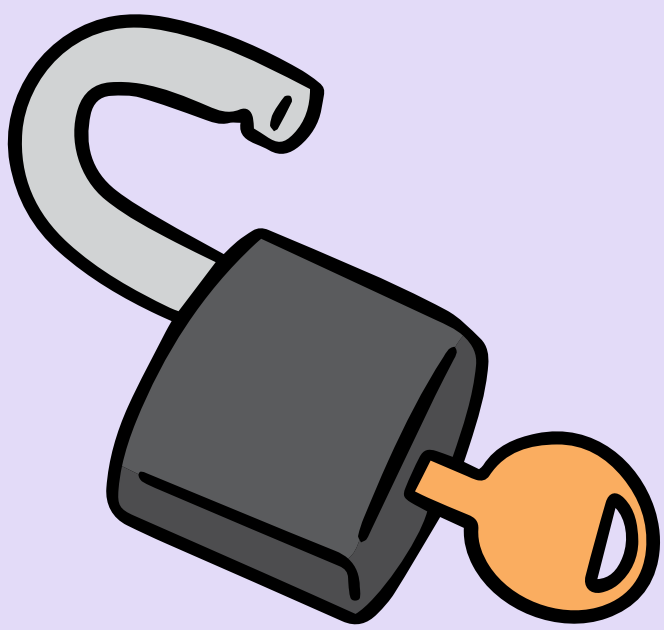


# Passwords

You might need to use a password to log in to your bank account online, or complete some online shopping.

You should always try to **remember** your passwords.

If you can't remember it, you can write them down, but make sure you store it somewhere **secure**.

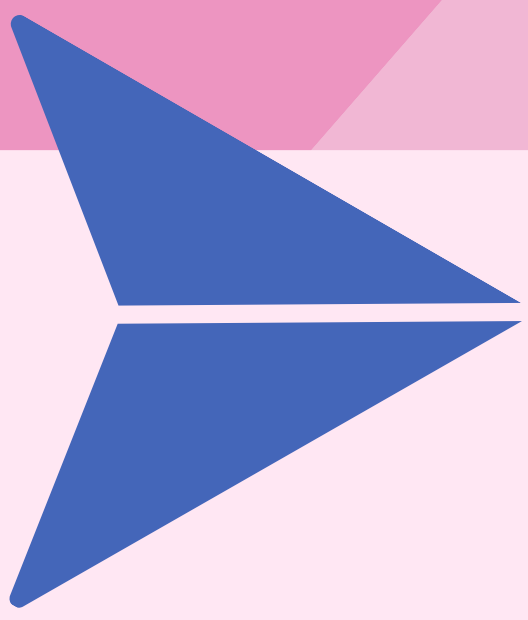


This can be inside a **locked** drawer, or in a safe.

Do not save any passwords to your computer.

This is because they can be **hacked easily**.





## Sharing details

Sometimes hackers call people to try and find out their personal information.

They might ask people questions about their finances or ask for **personal information**. Hackers will sometimes **threaten** people if they do not answer their questions.

It's important to remember **not to share** any information if they ask for it.

If you feel threatened or unsure, you can always **end the phone call**.



Don't share your bank details or personal information over text or email.

This is because texts and emails can be hacked, so they are **not secure**.



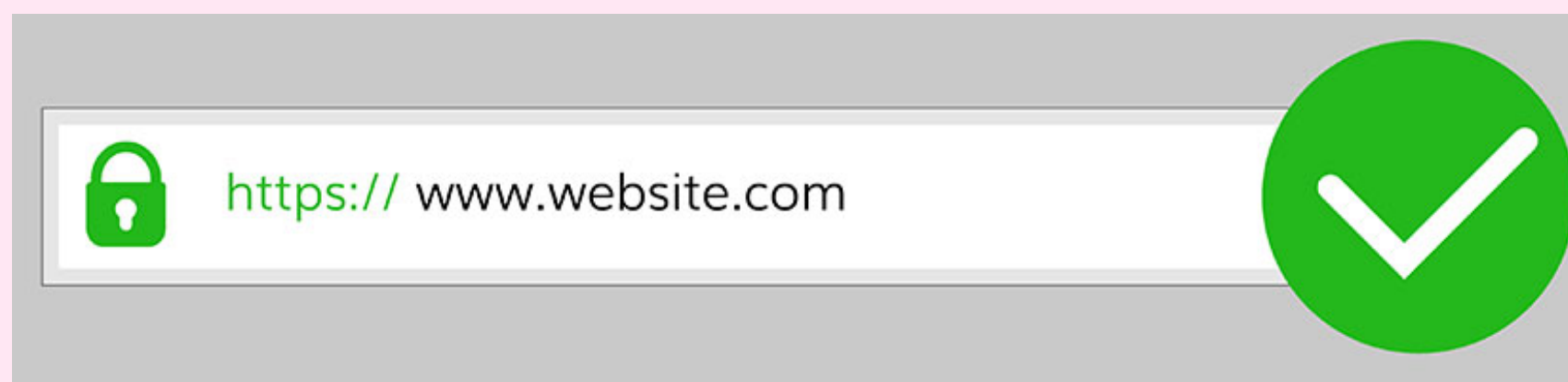
# Browsing online



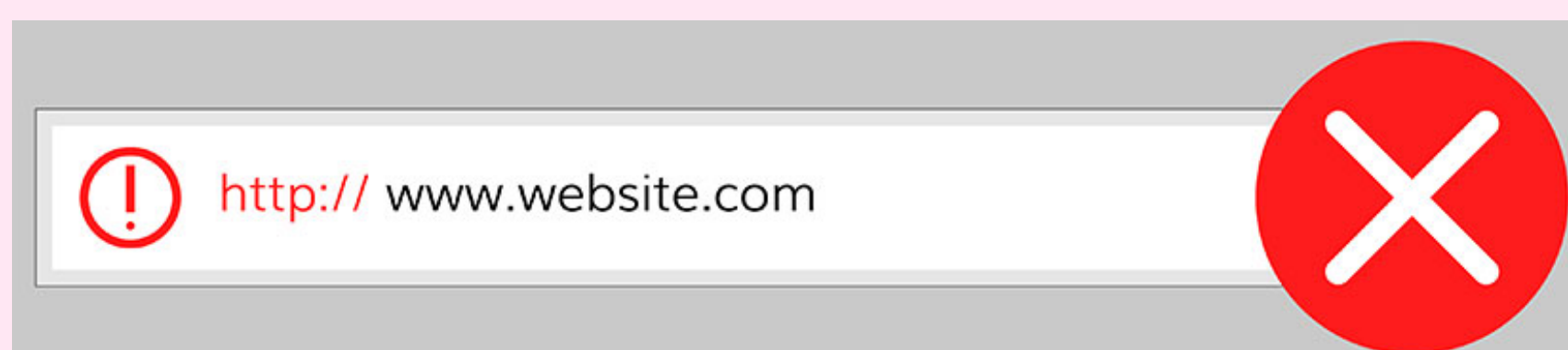
You should always be mindful of using secure websites when browsing online.

Hackers can use **non-secure websites** as a way to access your financial details.

If a website is secure, it will have a **padlock** at the top.



If it is insecure, it will have an **exclamation mark** at the top.



You can always use **private browsing mode** as well.

You should always **log out** of your accounts or emails when you are finished using them.



# Helpful resources:



**Citizens Advice**

[www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)



**Money Helper**

[www.moneyhelper.org.uk](http://www.moneyhelper.org.uk)



**The Financial Conduct Authority**

[www.fca.org.uk](http://www.fca.org.uk)



**Barclays**

[www.barclays.co.uk](http://www.barclays.co.uk)



**Money Saving Expert**

[www.moneysavingexpert.com](http://www.moneysavingexpert.com)



**Age UK**

[www.ageuk.org.uk](http://www.ageuk.org.uk)

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