opportunity choice and wellbeing

Cyber Security

An information booklet to help you keep your money safe online

Introduction

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

<u>What's included in this guide?</u>

Passwords

Sharing Details

Browsing Online

<u>Why is it important?</u>

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**.

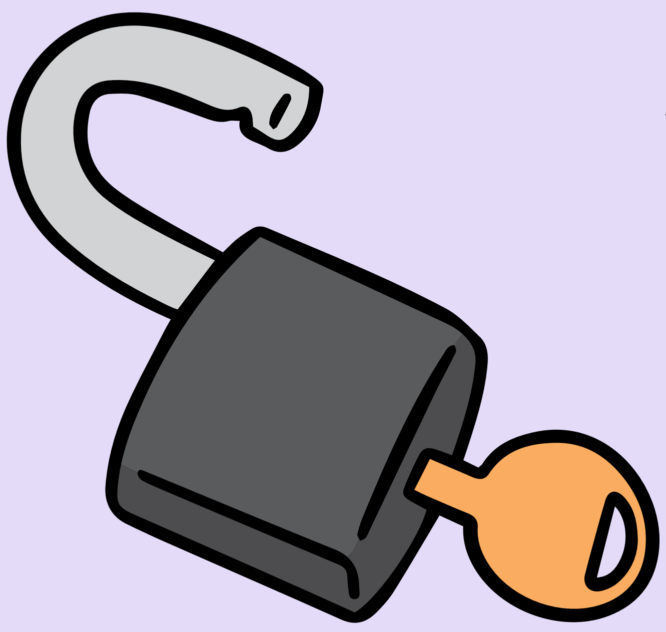
Hackers can also use **non-secure** websites to access your information.

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.

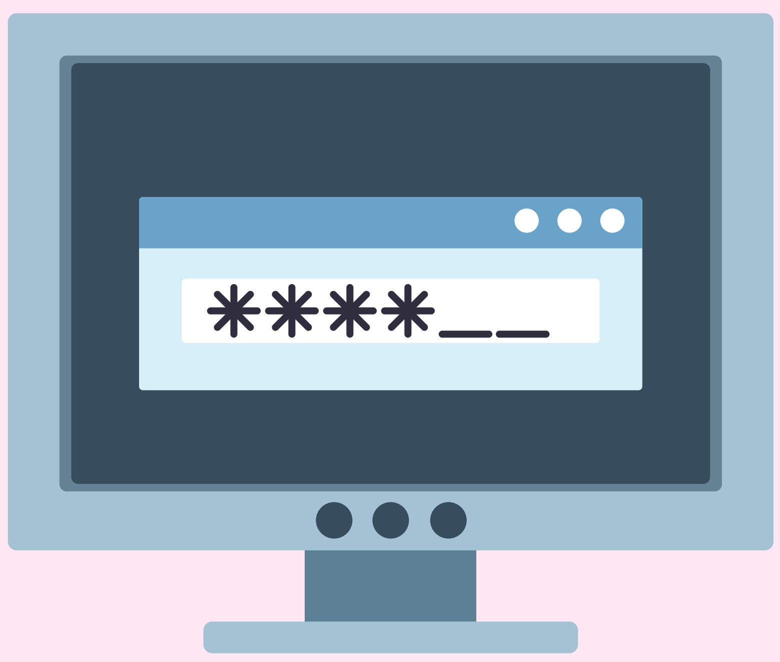
If you can't remember it, you can write them down, but make sure you store it somewhere **secure**.



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.

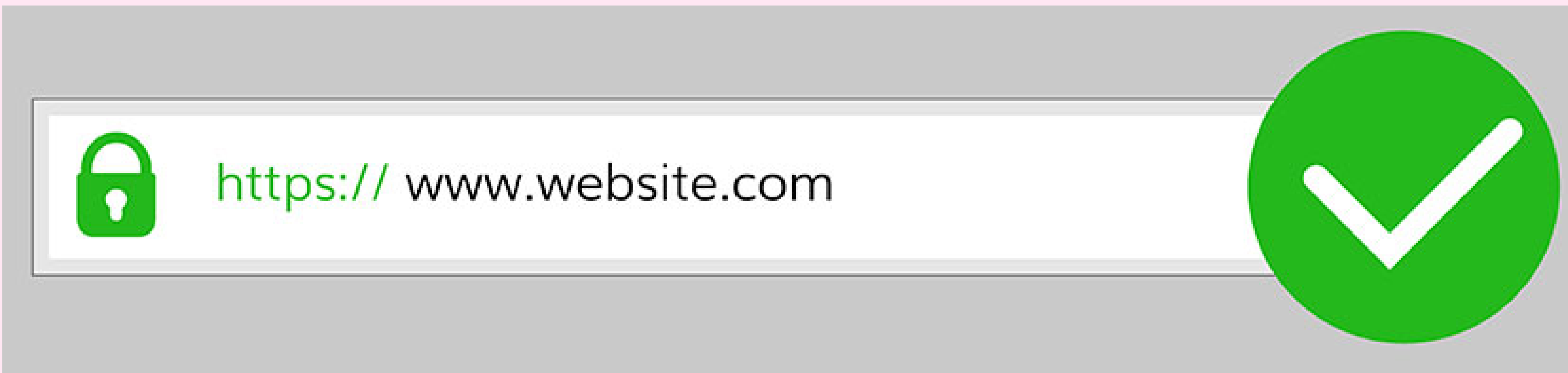
This is because texts and emails can be hacked, so they are **not secure**.

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

Money Helper
www.moneyhelper.org.uk

The Financial Conduct Authority
www.fca.org.uk

Barclays
www.barclays.co.uk

Money Saving Expert
www.moneysavingexpert.com

Age UK
www.ageuk.org.uk

opportunity choice and wellbeing