



Navigating the Digital World Safely

A Quick Guide for Staff – Provided Alpha IT Solutions

Introduction: Staying Secure Online

In today's interconnected world, our devices and the internet are indispensable. However, they are also prone to risks such as malware, phishing, and data breaches. Adopting safe practices is the best way to safeguard our organisation's data.

1. Safe Browsing Practices

- **Use Reputable Browsers:** Stick to browsers with strong security, such as Google Chrome, Firefox, or Microsoft Edge, and keep them updated.
- **Beware of Suspicious Sites:** Avoid websites with poor reputations or those lacking security certificates (look for "https://" in the address bar).
- **Download with Caution:** Only download software and files from official, trusted sources. Avoid third-party websites or peer-to-peer networks.
- **Public Wi-Fi Risks:** Unsecured public networks are vulnerable to eavesdropping. Never access sensitive data (like banking or work portals) on public Wi-Fi without using a **VPN**.
- **Clean Your Digital Footprint:** Regularly clear your browsing history, cookies, and cache to remove temporary files that may track your activity.

2. Device Security Fundamentals

- **Keep Software Current:** Enable automatic updates for your operating system and apps to ensure you have the latest security patches.
- **Antivirus Protection:** Ensure reputable antivirus software is installed and scanning your system regularly.
- **Biometrics & Strong Passwords:** Secure your devices with unique passwords or biometric authentication (Fingerprint/Facial recognition).
- **Firewalls:** Ensure your device's built-in firewall is enabled to block unauthorised access.
- **External Device Awareness:** Be cautious with USB drives or external disks. Scan them for malware before opening any files.



3. Mobile & Physical Security

- **Secure Your Mobile:** Protect smartphones and tablets with a PIN or biometric lock. Be selective about app permissions.
- **Find My Device:** Enable tracking features on all laptops and mobiles to allow for remote locating, locking, or wiping if the device is lost or stolen.
- **Physical Vigilance:** Never leave your devices unattended in public places. Security begins with physical control of your hardware.

“Cybersecurity is a habit, not a one-off task. Stay vigilant and stay informed.”

For technical assistance or advice on device security, contact the Alpha IT Solutions team.

Call: +353 (0)23 881 0061 | **Email:** support@alphait.ie

