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## **Cyber Hygiene Tips (For Maintaining System Health & Improving Online Security)**

Cyber hygiene, or cybersecurity hygiene, is a set of practices organizations and individuals perform regularly with the aim of keeping sensitive data organized, safe and secure from identity/data theft and external attacks which hinder functionality/performance/security.

It is the responsibility of individuals to take up initiatives, and ensure that best CYBER HYGIENE practices are meticulously followed. By employing the best practices one can lower cyber security risks which may lead to potential data breaches.

1. Avoid downloading apps from unofficial App Stores/ unknown websites/unknown SMS.
2. Keep anti-virus software updated as this will help to detect any infections such as viruses and to resist future attacks.
3. Use Strong Passwords and enable Two-Factor Authentication (2FA) for your online accounts.
4. Avoid using the same password for multiple accounts, and make sure you change your passwords regularly.
5. Update your software promptly to protect your sensitive information from cyber criminals.
6. Avoid clicking on images or links received through emails or text messages from unknown senders.
7. Be cautious while opening email or attachments from people you do not know.
8. Always lock your device when you are not using it. Use a password, PIN, etc.
9. Review and maximize your privacy settings on social media to limit access. Be very careful about sharing content online. Do not share any information related to sensitive and financial aspects in social networks.
10. Avoid joining open/public Wi-Fi networks and using unsecured hotspots.