**IT SECURITY AWARENESS**

**AREAS OF FOCUS: Password Management**

**IMPORTANT THINGS TO REMEMBER**

- Use at least eight characters.
- Use the combination of the following:
  - lower-case letter
  - upper-case letter
  - number
  - punctuation mark
  - Special character (@ $ & *)
- Change your password regularly: at least once a month.
- When you suspect someone knows your password, change it immediately or request IT to reset your password.

**THINGS TO DO**

- Do not share your password on your computer.
- Do not tell anyone your password not even the system administrator.
- Never send your password via email, sms, instant messaging at any given time.
- Avoid use of personal information (pet name, spouse name, child’s name etc).
PHISHING
DON'T TAKE THE BAIT

CYBERCRIMINALS TARGET YOU BY EMAIL, SOCIAL MEDIA OR THE PHONE

AVOID BECOMING FISH-FOOD

Keep Informed!
Knowing what kind of phishing scams are out there can help you avoid them, be smart.

Think before you click!
If you don’t click on malicious links they can’t cause any harm, be safe.

When in doubt check!
If you are not sure about the source of a message, always verify directly with the person or institution, Be sure

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INFORMATION SECURITY AWARENESS

Users must promptly collect all documents from printer.

Confidential information must only be faxed to public / shared fax machines if intended recipient can promptly collect it.

All cupboards, desks or drawers containing confidential information must be locked when unattended.

Confidential, higher classified or critical or business information in printed format must be locked when not utilised or unattended.

Confidential and higher classified information must not be posted on walls.

Paper based confidential information should be kept in secure location where access is restricted to authorised people only.

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