

SECURE your ONLINE BUSINESS

In the business world today, companies are increasingly using info-communications as a strategic business enabler to transform themselves and create competitive advantage. The full potential of this transformational force can only be realised if there is sufficient safeguard to ensure that your information technology (IT) investments are well protected.

Businesses that leverage on IT are potentially exposed to viruses, data theft, online scams and a host of information security threats. Customers of online businesses are becoming increasingly aware of the threats and look to businesses to provide security and assurance in their transactions. The key for businesses is to leverage IT in a secure manner, while realising the benefits it provides.

Here are some best practices that provide greater security and assurance to an online business:

Establish a Corporate Security Policy

A corporate security policy is a blueprint on how a business should ensure the confidentiality, integrity and availability of their data and intellectual property. Minimally, the corporate security policy should address information sharing, business continuity, meeting government standards and regulation and compliance.

Educate your staff on information security

Educate employees on information security threats and how to safeguard themselves against those threats. Some examples of these threats include password theft, data theft, online scams, viruses and worms.

Enhance your computers' security

Ensure all software such as the operating system and Internet browser are updated with the latest security patches. Basic security software such as a personal firewall and anti-virus should be installed and correctly configured on all computers. In addition, ensure virus signatures are up to date.

Enhance your customer's confidence

Obtaining an accreditation such as TrustSg for compliance with a code of conduct representing fair business, advertising and marketing practices can enhance consumer's confidence in your online business.

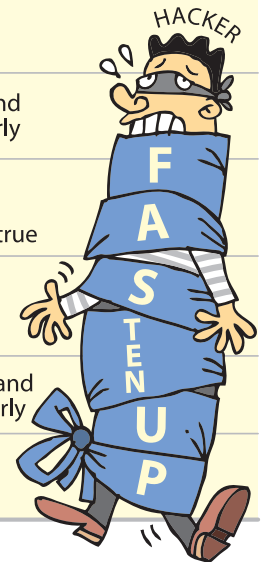
By IDA, a member of the Cyber Security Awareness Alliance

Security Tips

- ✓ Create a password that is difficult for others to guess.
- ✓ Your password should comprise at least 8 alphanumeric characters with a mix of upper and lower case letters.
- ✓ Do not choose a dictionary word as your password.
- ✓ Do not reveal your password to anyone.
- ✓ Do not store your passwords on your computer or write them down.
- ✓ Do not allow the browser to save or remember your password, especially if you are using a shared computer.
- ✓ Log out and clear the browser's cache after all transactions.

FASTEN UP!

Firewall	Install a personal firewall and use it correctly
Anti-virus	Install anti-virus software and update its signature regularly
Scams & Spam	Beware of emails and websites with great offers that sound too good to be true
T E N	
Update	Update operating systems and application software regularly
Password	Create strong passwords and keep them safe



BE AWARE, RESPONSIBLE AND SECURE!

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SINGAPORE

Remember to **FASTEN UP!** before you surf the Internet. Go to [www.\[cgizyby\].sg](http://www.cgizyby.sg) awareness for more details regarding these essential security practices.