

PLAYING IT

# SAFE

Be safe and healthy on the job at with these helpful tips provided by  
**Crendon Insurance Brokers Ltd**

## Protecting Against Internet Exposures

*Avoid scams, viruses and other Internet threats*

By their nature, computers are vulnerable machines. Access to the Internet and networks connects computers and people to increased information, as well as increased risks. Each day, new threats to computer systems emerge. We ask that you follow our Internet use policies, including taking the following precautions to protect your computer and our company's systems whilst at work.

### Reminders for Better Security

Don't download unauthorised programmes or files onto your computer. Malware of all kinds can be attached to files that can infect your computer, transmit data and even contain rootkits, which can appropriate computing resources and information like passwords without your knowledge. Rootkits can also be extremely difficult or sometimes impossible to remedy without re-installing the operating system.

### Be Wary of URLs

One of the biggest threats lately is malicious URLs (Uniform Resource Locators). A majority of malicious URLs are legitimate sites that have been hacked or compromised. Be especially careful when you see a shortened URL. Since a shortened URL no longer displays the original web address, it is hard to know for sure that it will take you to the page that you expect it to.

### Risks of Social Media

Social media is a common source of malicious shortened URLs. Social media accounts can be compromised and then publish a malicious link to a large audience very quickly. Be cautious of any suspicious activity on social media sites. Don't open or go to links sent to you by someone you don't know.

The best bet is to avoid using social media sites at work. Check your company's social media policy for more details.

### Use Common Sense

If you ever suspect that an email, website or link is not legitimate, do not click on it! It could have serious consequences if it contains malware.



### Trust Your Spam Folder

Most spam email is annoying, but harmless. However, a large amount of viruses are still being sent through spam. Our spam filter is almost always effective in distinguishing spam from legitimate email, so do not open messages that our system has designated as spam.

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