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ENGINEERING
INTELLIGENT FLOW SOLUTIONS

End-user

- Unique logins and passwords for each account
- Unique passwords with a minimum length of 20 characters - some are even talking about 30 not being enough - created by using a combination of letters (a-z, A-Z) and digits (0-9) plus a few Special Characters (Pure Mathematics).
- Use a verified Password Manager - check online as there are plenty of "Fake" products in the APP Stores. We recommend Sticky Password.
- **Use 2FA (2 Factor Authentication) wherever it's an option.** We recommend Authy.
- Always pay attention to the naming of the link in an email, text, website, etc.
- Separate private use from business use
- Free offerings have a cost - it's your personal data...
- Use more than one browser and separate the use. Example: Brave (or Mozilla Firefox) for logins where vital information is exchanged, Vivaldi for SoMe, Opera for Streaming Services and LibreWolf for less sharing of personal protection when surfing online.
- **Never save your login details in the browser**
- Make the Ecosia Search engine your preferred one in all browsers

Computer (Microsoft Windows)

- **Create a default user without admin rights for your daily use**
- Only login with your admin account if Windows requires it
- Remember to check for updates frequently
- Use a licensed Anti-Virus application (3rd party) that protects your data both on the device and while using the Internet services. We recommend **AVAST** or **Heimdal^{TM} Security** (Contact us for a talk regarding which to choose).
- Be careful with free software - remember to check online if there is any risk associated with the one you are looking at

Computer (MAC)

- **Create a default user without admin rights for your daily use**
- Only login with your admin account if Mac iOS requires it
- Remember to check for updates frequently
- Remember to boot your device once every day (some patches require a restart to be installed)
- Use a licensed Anti-Virus application (3rd party) for scanning what Apple allows others to do, like your emails and online traffic. We recommend AVAST.
- Be careful which APPS you download from the store - remember to check online if there is any risk associated with the one you are looking at.

Smartphone & Tablets (iPhone/ Android)

- Free offerings have a cost - it's your personal data...

Disclaimer: All information, software, services, and comments provided are for informational and self-help purposes only and are not intended to be a substitute for professional legal advice.

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- **Be careful which APPS you download from the store** - remember to check online if there is any risk associated with the one you are looking at
- Use a licensed Anti-Virus application (3rd party) for scanning your device, applications and online traffic. We recommend AVAST - however they only have a consumer version for this kind of devices
- Secure you phone with a remote "tracking & kill switch feature"

Your data

- Your data is stored using technology that can fail - either due to lack of connectivity, being hacked or hardware failure, so the old rule: "store your data at three different medias" continues to be worth following
- Recommend you to do a monthly "file copy" of your data to an external USB drive, that you put a side in a safe place
- Protect your online share with a strong unique password

NAS Drives/ USB Drives

- Easy to install - some includes Backup features/ application
- Be aware of that some NAS drives connects automatically to the Internet without any option to block for this opening
- Your data is stored using technology that can fail - either due to lack of connectivity, being hacked or hardware failure

Documentation

- Remember that data online might not be available when you need them
- Always keep track of the services you use for your business data, i.e. create a simple document that you easily can maintain
- Download and print the agreements related to the services used
- Remember that local regulations related to accounting might be different from the local & global regulations covering requirements related to Data Protection

Cloud Share Services

- Be aware of which data you store as some might have to be GDPR compliant (or similar related to Data Protection & Privacy Regulations)
- Shared responsibility means that your vendor secures the backend, but you are in control of who has access to your data
- Requires connectivity in order to work as intended when it comes to speed
  - a poor connection will influence the synchronization between your device and the service being used
  - an attack to the infrastructure might disconnect you from the service

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Some other "nerdy" comments

- The hardware configuration:
  - For business use it's our experience that an Intel Core i5 or Core i7 is what you will need when it comes to performance and stability.
- The operating system aka OS:
  - Since 2021 there seems to be a stronger relation between hardware components and OS performance not to mention potential security issues – so give it second thought before upgrading your old computer to newest OS generation.
  - Windows is known for having issues – the positive part is that they are working to secure all gaps as soon as they are reported.
  - Microsoft has given the AV vendors access to let their AV applications operate at the OS layer => providing the user with a better integrated security
  - Apple has not yet given the AV vendors full access to their OS. This leaves a risk for the user if forgetting to update frequently. Apple claims their OS is secure, but we have seen bugs in the MacOS…
  - Android is an open-source OS developed by Google. Very few vendors stick to use the basic core in their products as they have the option to modify or ad additional features.
  - Google has for mobile devices put in limitations, so some settings in your AV product will unfortunately be de-activated when Android is updated.
  - Linux is an open-source OS available in several version's aka Distro's for free. Linux has a reputation of being for nerds, but a distro like Linux Mint can be a good start. You can also buy a subscription at a vendor, where the default version is primed with additional features and will be maintained forwards.
- Applications:
  - Spend some time on evaluating your needs vs nice-to-have. The more advanced features, the more you put yourself at risk in terms of privacy or security.
  - Recommend to un-install any applications you're not using.
  - Unless you are hooked up to a company system your needs might be fully supported using an email client like Thunderbird and for documents and presentations like Libre Office.
- Anti-Virus & Firewall:
  - Free versions are better than none (but use trusted vendors)
  - Paid subscriptions are required if you care about your data
  - Consumer version are just for personal use
  - Professional versions are needed in the event you work with business data
  - Evaluate your need vs nice-to-have – the content in the subscription package is more relevant than the price tag when it comes to protecting your data

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