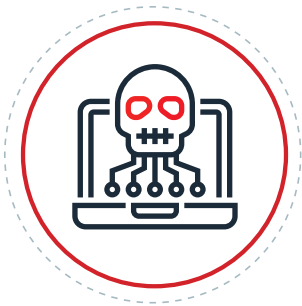


# Cyber Security Tips



## Software and Virus Protection

- ▼ Ensure that optimal business security software is used
- ▼ Ensure that up to date antivirus protection is in place
- ▼ Complete regular backups and regular tests to ensure they can be recovered



## Payment Processes

- ▼ Record payment instructions at the commencement of the matter
- ▼ Use thorough validation checks if payment directions are changed
- ▼ Use multi-factor authentication (MFA) where available



## Data Security

- ▼ Ensure that you and your staff are aware of the obligations placed upon you under the Privacy Act 1988
- ▼ Ensure you have appropriate Information Management and Protection procedures



## Plan Ahead

- ▼ Have an emergency response plan in the event your systems or network are compromised or disabled

# Cyber Security Tips



## Staff Awareness and Preparedness

- ▼ Incorporate appropriate policies and staff training
- ▼ Ensure that passwords are unique and changed regularly
- ▼ Ensure you and your staff are conscious of the risks of:
  - Clicking on suspicious attachments or links in emails
  - Using free or unsecured WiFi
  - Importing material onto your network through a USB/external drive
  - Taking confidential material outside the workplace via USB/external drive, smartphone or laptop
  - Sending confidential information by unencrypted text messages
  - Set up appropriate security checks and procedures for visitors into your workplace, particularly those involved in accessing or maintaining your computer networks



## Seek Advice

- ▼ Managing cyber risk is now an integral part of a legal practice. It is also a wide spectrum risk and Lawcover advises law practices to seek expert assistance from security specialists, including IT Consultants and professional risk advisers
- ▼ They can help you assess your own practice needs and consider the level of assistance you require
- ▼ Do not ignore a suspected security breach. Instead take immediate remedial action and contact the cyber incident response team on 1800 BREACH (1800 273 224)

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