



## Westgate-on-Sea Town Council Cyber Policy

Adopted 6<sup>th</sup> March 2018

### Online Security

We need to know how to spot tactics of cyber criminals and the threats of cybercrime.

Following these few simple steps can help protect Westgate-on-Sea Town Council from an attack.

We can also follow [@kentpolicecyber](https://twitter.com/kentpolicecyber) on Twitter for advice and the latest updates around cybercrime.

### Spoof emails

A spoof email will appear as though it is sent from a genuine source such as someone you know or a well-known company.

This is to trick people into clicking on fake websites or opening malicious attachments to steal personal information such as passwords and usernames.

- Never respond to an email which will request your personal or financial information
- Ensure your spam filter is up-to-date
- Block spoofing in your email server – most email servers have this option
- If you receive an email that asks you to login into your account, visit the website directly and do not click on the link – look for the https:// on the website
- Contact the sender to confirm they sent you the email

- if you do receive a dubious email please do not pass on to any other email address within the Council

## **Ransomware**

Ransomware is a form of malicious software allowing criminals online to lock files on your business devices. Criminals will then inform you that your files will not be unlocked until a sum of money is paid.

- Ensure your anti-virus software and firewall are up-to-date on all devices
- Don't click on the links in any expected emails
- Fully install software updates as soon as they appear
- Back up your files to external hard drives, online storage or USB sticks but make sure they aren't left connected to the computer
- Don't insert unknown USB sticks into your computer
- Advise staff to only visit websites you know you can trust

## **Passwords**

Strong passwords are made up of three or more random words, or better still with numbers, symbols and capital letters.

## **Security updates**

Your computers, tablets and smartphones can easily become infected by small pieces of software known as viruses or malware. Remember to install internet security anti-virus software on all your devices to reduce the risk.

Review in 6 months from date adopted