

# Keeping yourself cyber safe at home, online and on the move

At Fidelity, cybersecurity is a crucial part of how we operate our business. However, in an increasingly digital and online world, it's just as important that information and data is secured and protected in all our personal lives too. The best way to ensure we stay safe online is to be aware of the threats and know how to counter them. To that end, this guide contains ten simple and effective tips designed to help you stay 'cyber safe' wherever you may be.

**FundsNetwork**



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## 1 Be on the lookout for suspicious emails

### Phishing attacks

Phishing is an attempt, usually through email, to gather personal information or to compromise technology for the purpose of financial gain or other malicious activity. Phishing emails typically include a link to a fraudulent site or an attachment containing malware.

Everyday millions of phishing emails are sent out to unsuspecting victims all over the world. But how can you tell a real email from a scam one? Here are a few pointers:

- The URL (the sender's address) looks odd, is spelt incorrectly, or doesn't match previous examples.
- The email contains poor spelling, grammar or syntax.
- The message asks for personal information, such as passwords, or has links to sites requesting your log-in details.
- You're not expecting anything from the sender or there's surprising news (such as winning a competition you didn't enter).
- The email says you must act now to avoid losing money or having your account access cut off (scammers often try to get you to act quickly without thinking).
- Something just seems wrong – trust your intuition and common sense judgment erring on the side of caution. Be safe not sorry.



## 2 Beware of email hacking!

### Never transfer money on the basis of an email alone

Unfortunately, email is a favoured channel for cybercriminals and email hacking – the taking over of someone's account without their knowledge – is becoming much more prevalent and is now a common feature of financial fraud. You may think you have just received an email from a trusted source, such as your financial adviser, but you could have received a message from a criminal who has taken control of their email account.

It is particularly important you double check with the sender before transferring any money which has been requested by email. Don't check by replying to the email you've received – you may be communicating with the fraudster – always call and speak to the individual or organisation personally to make sure the request is genuine.



## 3 Protect your accounts

Passwords are an obvious way to prevent unauthorised access to accounts, although they need to be strong, long and unguessable to be effective. Use three random words to create a memorable 'passphrase' and then mix in some symbols and numbers (the longer you make your passphrase the better). Always use a unique passphrase for each account that holds your most sensitive information. This is especially important for your email account as it contains so much personal information and can be used as the gateway to many of your other online accounts.

No matter how strong your passphrase is, there is always a chance it could be hacked or stolen through no fault of your own. Adding multi-factor authentication provides an extra layer of protection by having a site or service verify your identity using two different elements. By using something you know, like a passphrase, and something that only you have, such as a one-time code or fingerprint, you can help secure your email account and other important services.



#### 4 Limit what you store

If your email account becomes your document store, then, if compromised, a hacker could gain access to all of the information you are stockpiling. Every attachment you ever sent or received, every conversation, every photo, contracts, invoices, tax forms, reset passwords for every other account – sometimes even passwords or credit card PINs!

To minimise risk, only save limited information within your email account. Save any sensitive personal information outside of the mailbox in secure document repositories.



#### 5 Wi-fi access is not always secure

It's easy to stay connected with public wi-fi access points everywhere – in restaurants, coffee shops and shopping centres – but accessibility can come with risk.

Public wi-fi 'hotspots' are exactly that – public – they offer no privacy or protection to your data and communications. Never use public wi-fi to access sensitive information, like your email account, or enter log-in details or credit card information while connected to it.





## 6 Regularly update your devices

Keeping your operating system and apps up to date is important as the latest updates can contain security upgrades and protection from emerging threats. To be sure you don't miss any important improvements, set updates to happen automatically.

Additionally, make sure your antivirus product is turned on and up to date. Windows and macOS system software have built in malware protection tools which are suitable for this purpose, so make sure they are activated.



## 7 Protect your data with regular backups

Ransomware is becoming increasingly common. This malicious software – which can be downloaded by opening attachments in emails or through following instructions on a fraudulent web site – encrypts your data, preventing you from accessing it. The criminals will then make contact demanding a payment (ransom) to restore your access. Please do be aware, reports show there is no guarantee your data will actually be restored, even if you pay in full.

One of the best ways to protect yourself from ransomware is to make regular back ups of your most important files. Many devices have 'auto-backup' options so make sure these are turned on. Backups can be made to a cloud backup service, a different device or to removable media such as a USB stick (make sure you know how to restore the files from any backup should you need to do so). Ensure back up devices aren't permanently attached to your computer or they could fall prey to ransomware attacks too.



## 8 Keep your guard up when you're out and about

If you regularly take your mobile device, tablet, smart phone, or laptop with you when you go out, you need to take digital security just as seriously on the move as you do at home. As well as being easier to lose (or just leave behind), you are taking your device out of the controlled environment of your protected home and personal wi-fi into the big, bad world.

One of the simplest and most effective things you can do to protect your data is to take a minute to look through your device's security settings. Using a screen lock, which requires a pass code to deactivate, is vital if you ever become separated from your mobile technology. Turning Bluetooth off when you aren't using it helps prevent hackers from stealing your data.

Android, Apple's iOS and Windows operating systems all include remote find, lock and wipe features as standard. Make sure you enable and familiarise yourself with these features so you are ready to use them if your device goes missing.



## 9 Be careful how you use social media

Social media can be a hugely fun and powerful way to keep in touch with old friends (and make new ones), share interests and keep up to date with the latest trends. Unfortunately, sites like Facebook, Twitter, YouTube, Pinterest and LinkedIn are just as popular with criminals.

Be wary of putting up any information that could be used to break into your online accounts. Don't share your home address, email address, phone number and date of birth. Also, try not to let the world know exactly where you are every minute of the day. Telling everyone when you are out and about or away on holiday will also let them know when you're not home.



## 10 Knowledge is the best defence

When it comes to your online financial safety, knowledge is one of the best tools you have. Understanding the latest security advice and guidance means you can stay one step ahead of cybercriminals and will help you counter the emerging scams and threats.

### Additional advice on staying safe online

For more help and advice, simply visit:

- [The National Cyber Security Centre](#)
- [Stay safe online](#)
- [Action Fraud](#)
- [Cifas](#)

You should also regularly check [haveibeenpwned.com](https://haveibeenpwned.com) to see if your email account has been compromised.

### How we protect you and your data

Fidelity understands the importance of keeping your information safe and your identity secure. We have a dedicated cyber-defence team and use proven, industry-recognised security tools and processes to protect against fraud and security breaches and we regularly upgrade this protection in response to advances in security threats. Fidelity is a member of Cifas, the UK's fraud prevention agency, which works closely with law enforcement partners. Cifas Protective Registration is a scheme that helps us protect you should you find yourself at risk of fraud, financial crime and online criminal activity.

**If you have any concerns about the security of your Fidelity account, please call us as soon as possible on 0800 358 4060. Please have your Customer Reference Number (CRN) and PIN ready. If you don't have a PIN, you can create one by logging in to your online account.**

### Important information

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