



Wealth Management  
Private Banking



Tips and tricks  
to keep you  
protected in  
today's digitally-  
connected world

# Cyber security playbook

## Email

- Consider enabling two-factor authentication with your email provider
- Segregate your email addresses by function – do not use the same email address for social media accounts & email subscriptions as you do for online banking or shopping.
- Periodically check your email settings by logging in from an unknown browser – watch for unusual automated email rules or email forwards to unknown accounts.
- Think twice before clicking on suspicious emails that contain attachments and web links, even if it comes from a known contact.
- Examine suspicious emails by comparing the sender's name with the full email address.

## Passwords

- Do not use the same password for multiple accounts.
- Make sure your passwords are long and change them periodically – use a password manager to help you generate complex passwords.

- Password managers (i.e., Dashlane, LastPass, Keeper) prevent threat actors from watching you type your password onscreen.
- Never allow web browsers or applications to “remember” your passwords for you.

## Digital footprint

- Know your digital footprint & be aware of your social media presence.
- Do not advertise your travel plans in advance.
- Limit the amount of personal information you share on social media.
- Keep your devices up-to-date with the latest software.
- Frequently back up important files.
- Limit the use of free public Wi-Fi.
- Avoid using public charging stations.
- Always set your devices to lock immediately after use.

## During a cyber-attack

- If you think you've been hacked, notify your financial institution immediately.