CISCO

Top 10 Privacy Tips for Hybrid Work

1

Always choose Multi-factor Authentication (MFA) whenever possible.

MFA offers an extra layer of authentication and protection which makes it more difficult for bad actors to access your information.

2

Sign out of your accounts once you are no longer using them.

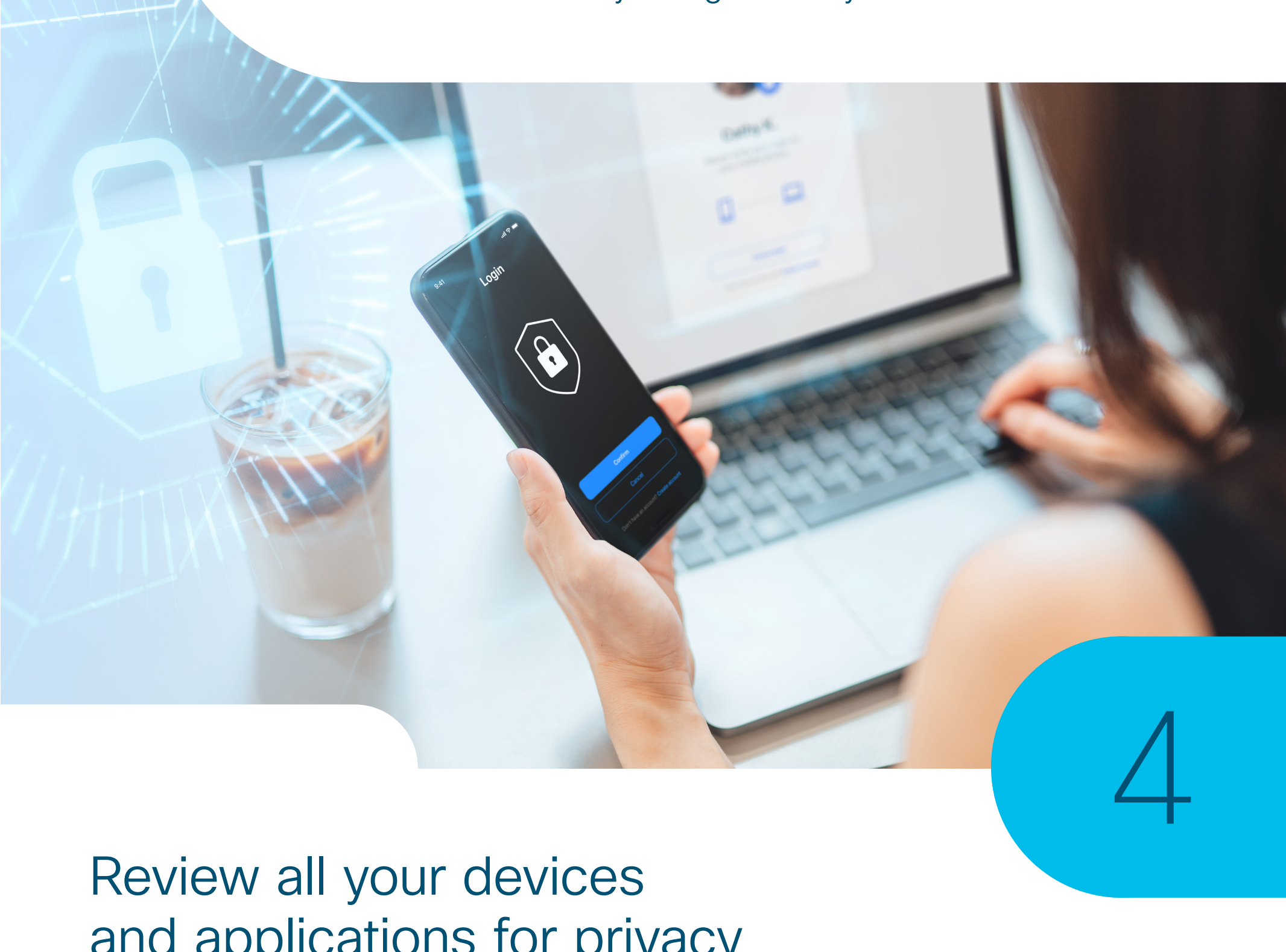Staying signed in makes it easier for bad actors to gain access to your accounts because they don't have to re-enter a password and can bypass MFA.

3

### Do not ever save your passwords in your browser or applications.

If your device is stolen or hacked, saved passwords become a liability and grant easy access to bad actors.

4

Review all your devices and applications for privacy and security permissions.

If access to content (e.g., contacts, location, camera, microphone, etc.) is not needed to deliver the service, do not accept the use of it, or turn it off to better protect your privacy.

5
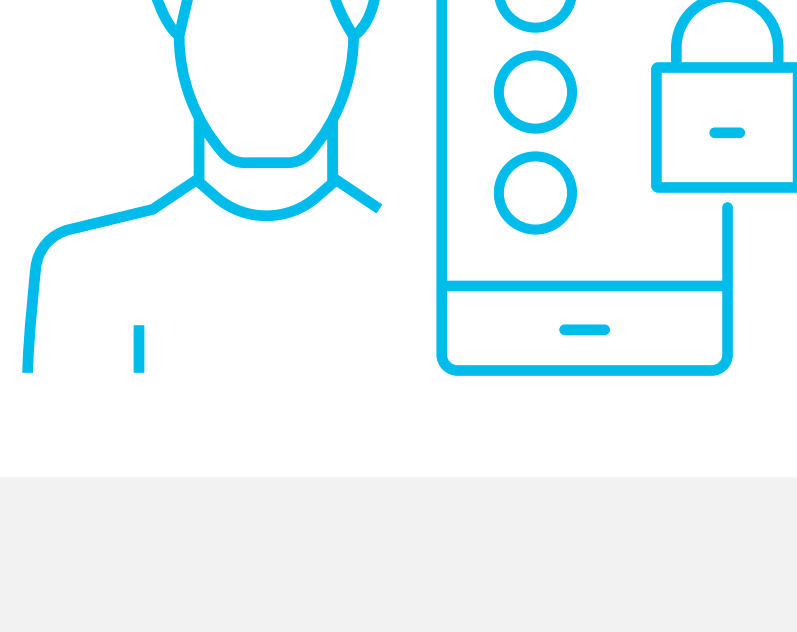
Verify the requester before sharing any personal data.

Vishing (spam calls) and smishing (spam text messages) are on the rise. Be vigilant – never share personal information with someone that has not been verified.

6

Change your passwords.

Devices often come with preset, default passwords. Be sure to change them during the set-up process. Also, do not use the same password for all of your accounts which could create a single point of failure.

7

Create a strong password.

Protect yourself by using at least 12-character passwords or a passphrase. Better yet, use a strong password manager to generate a more secure password.

8

### Don't use personal information in your passwords or security questions.

Using your personal information makes it easier for bad actors to gain access to your private accounts.

9

Don't share your phone with others.

Letting a friend or family member borrow your phone is not recommended because they can unintentionally cause harm by clicking on a bad link or going to an insecure site. Never share your phone with someone you don't know.
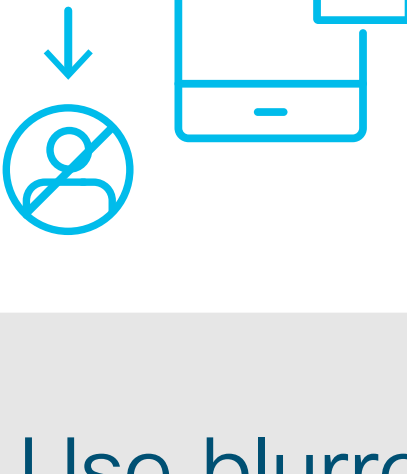
10

Use blurred virtual backgrounds or privacy screens to hide personal information.

A blurred background can hide pictures, surroundings, or locations that you do not want to share with others. Privacy screens are an effective way to shield your personal or confidential information, especially in public settings.

For more information, visit trust.cisco.com

CISCO