



Holiday Cyber Safety

**5 TIPS TO STAY CYBER SAFE ON
YOUR BREAK**

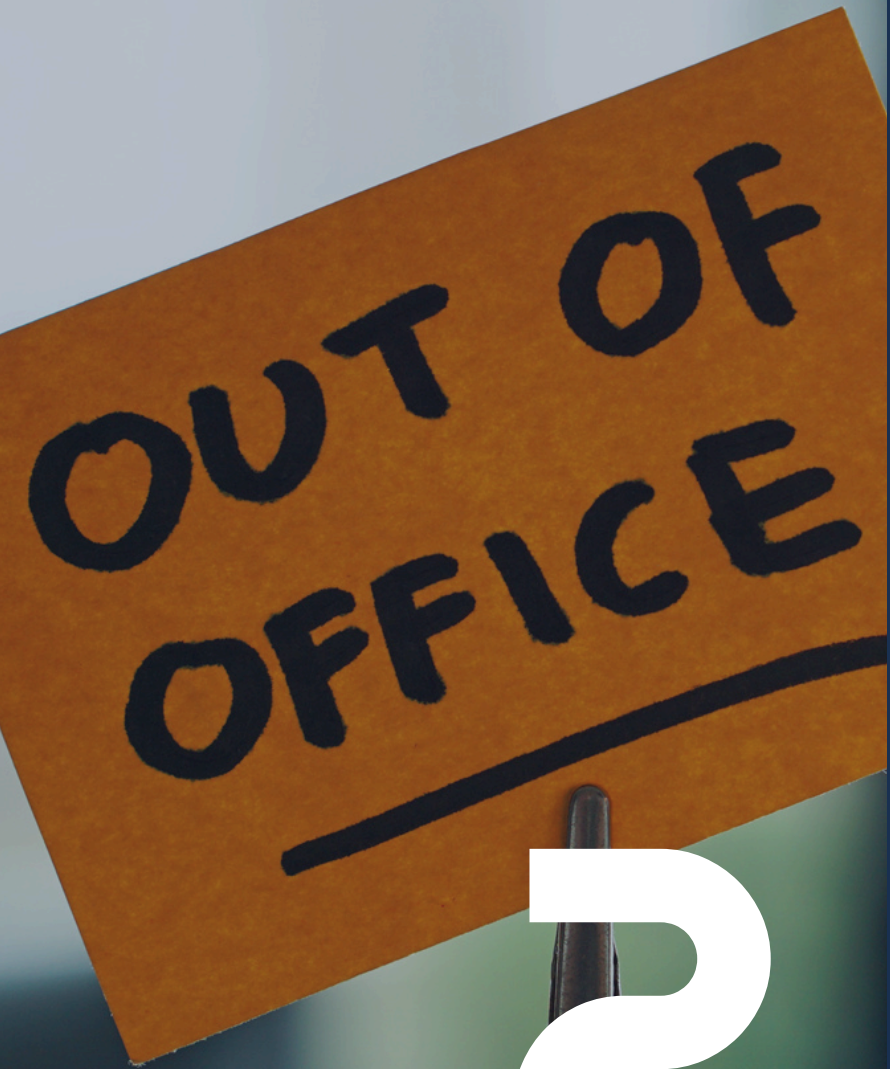




DON'T OVERSHARE INFORMATION ONLINE WHILE YOU'RE AWAY.

- Don't tag your location on social media or post well known landmarks.
- Avoid sharing how long you'll be away for.
- Adjust your privacy settings online to control who can view your profile and posts.
- You can over-share when you get home.





KEEP YOUR OUT OF OFFICE STRAIGHT TO THE POINT

- Create a different out of office message for inside and outside your organisation.
- Avoid personal details, don't share your travel destination or length of holiday.
- Don't provide insight into chain of command - send queries to a general email if external.





Phriendly
Phishing

BEST PRACTICE: OUT OF OFFICE MESSAGE

Subject: Out of Office

Hi,

Thank you for your email. I am currently out of the office and unable to respond at this time. For urgent matters, please contact [General Email Address] for assistance.

Kind regards,
[Your Name]

A yellow sticky note with the words "out of office" written in a brown, hand-drawn font. The note is placed on a circular background that is blurred, showing what appears to be an office setting with a person in the background.

out of
office



KEEP YOUR PASSWORDS & DEVICES SAFE AND SECURE

- Use a password, PIN, fingerprint or face ID (biometrics) to access mobile authenticator apps and online banking.
- Beware of ATM/EFTPOS skimmers - always look out for anything unusual.
- Safely store any security keys, access cards or tokens you use while on holiday.
- Avoid public Wi-Fi.





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KEEP AN EYE OUT FOR COMMON HOLIDAY SCAMS

Some common holiday themed scams are:

- Phishing-as-a-service
- Fraudulent package delivery notices
- E-card scams
- Mobile text scams or SMISHING
- Charity scams
- Online shopping scams





ALWAYS REMEMBER TO SCAN FOR S.C.A.M.

Scan any email, SMS or website for common phishing tactics, just ask yourself these questions and check if it is a scam!

- S** **Sender**
Who is really sending you the email?
- C** **Content**
What's in the contents of the email?
- A** **Action**
What does the email want you to do?
- M** **Manage**
It's a SCAM! Manage & report it!





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