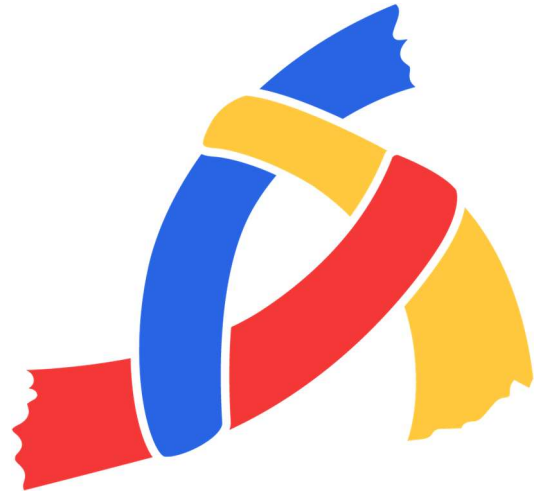



# ONLINE SECURITY


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## Stay Smart Online

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*Stay Smart Online* is the Australian Government's online safety and security website, designed to help everyone understand the risks and simple steps we can take to protect our personal and financial information online.

All information provided is credited to Stay Smart Online by the Australian Government.

## Why this matters you

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For most of us, the internet opens up new opportunities. We can shop, bank, research, work and connect when and where we want to. But the online world can also give criminals opportunities to steal money, information or identities.

Many Australians may not be aware of the risks we face in cyberspace – but the good news is that you can take simple steps to better protect your personal and financial information online.

When you share things online you may be sharing with people you do not know or trust. Once a message, photo or video has been shared, you also won't be able to control where it goes. Financial losses, scams, identity theft and fraud are some of the more serious issues that you might face if you don't have things in place to manage how you share your personal information online.

In 2015 Australians lost \$229 million to scams. Nearly 40 percent of scam approaches occurred through email, over the internet or through a social network platform and accounted for 44 percent of losses. This included over 15,000 reports of phishing scams resulting in a total reported loss of \$363,270.

Protecting yourself online is about more than avoiding financial losses. Imagine if all your family photos were suddenly taken from your computer? Or your personal email contact list was stolen and used to scam your friends and family? The same measures you can use to protect your information from criminals can also save your valued files from accidents, failure and loss. Simple things like backing up your data can protect your valuable personal files, photos and video.

Taking care of your safety online is no more complicated than the steps you take in other aspects of your life. We all do things to safeguard our physical belongings such as locking our doors and keeping hold of our wallets. By taking the same care of your devices and when engaging online, you can protect yourself and your online assets.

This is where Stay Smart Online module can help! We provide easy to understand tips and techniques for you to stay secure when working, socialising or just browsing online.

## Protecting yourself

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### How to protect yourself when using email

A number of different threats utilise email for their success, including malware, phishing and different types of scams. But to some degree, they all work the same way and rely on successfully exploiting the same human weaknesses. These threats work as follows:

- You receive a message that contains an appeal or threat – the message tries to convince you to do something.

- You assess the characteristics of the message, decide that the appeal is legitimate and take the requested action.
- The action – which might be clicking a malicious link, opening a malicious file or sending sensitive information like credit card details – results in a negative consequence for you as the receiver of the message and some kind of illegitimate gain for the sender of the message.

## Personal information and privacy

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### How to protect your privacy and identity online

You need to be careful with how much personal information you reveal online. Sharing your address, phone number, birthday and other personal information can mean you are at a greater risk of identity theft, stalking and harassment. This includes information you post on social media.

You also need to think about what information you may have online that is spread across multiple sites. Identity thieves can piece together your identity from information that is publicly available about you online.

### Take proactive measures to protect your information

Use strong passwords and don't share them with anyone. Ideally use a passphrase that is made up of at least four words, including at least 13 characters, for example 'horsecupstarshoe'. Make it meaningful to you but hard for others to guess. Learn more about using strong passwords.

Use a separate email address for shopping, discussion groups and newsletters. If you need to, you can then change this address without disrupting online business activities.

Only share your primary email address with people you know.

Adjust your privacy settings on social networks to control the amount and type of information you want to share.

Watch the following videos to learn more about cyber security:

#### SCAM WATCH AND CYBER SAFETY



<https://www.youtube.com/watch?v=InG0yapwJws>

All credit to Monash University

#### PROTECT PERSONAL INFORMATION



<https://www.youtube.com/watch?v=pQczpOx18IQ>

All credit to Australian Taxation Office

#### SOCIAL MEDIA DATA PRIVACY AWARENESS



<https://www.youtube.com/watch?v=UhhYSrUHnao>  
All credit to Technology Services at Illinois

## Privacy Act 1988

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Here at 3RealMates, we follow the Privacy Act 1988 and General Data Protection Regulation guidance for all Australians and associated partners

The Privacy Act 1988 (Privacy Act) is an Australian law which regulates the handling of personal information about individuals. Personal information is information or an opinion about an identified individual, or an individual who is reasonably identifiable.

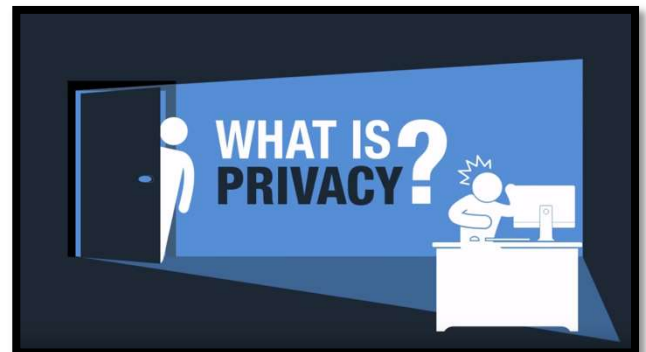
The Privacy Act defines personal information as: ...information or an opinion, whether true or not, and whether recorded in a material form or not, about an identified individual, or an individual who is reasonably identifiable.

Watch the following videos to learn more about the  
Privacy Act 1988:

What is privacy in Australia?

[https://www.youtube.com/watch?v=wmCE\\_CkV58I](https://www.youtube.com/watch?v=wmCE_CkV58I)

All credit to OAICgov



## General Data Protection Regulation

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The Office for the Australian Information Commissioner (OAIC) has published new guidance for Australian businesses on the European Union's General Data Protection Regulation (GDPR) requirements.

We comply with the GDPR with any establishments in the European Union (EU), if we offer goods and services in the EU, or if we monitor the behaviours of individuals in the EU.

The GDPR includes requirements that resemble those in the Privacy Act 1988, and additional measures that similarly aim to foster transparent information handling practice accountability around data handling.

Watch the following videos to learn more about the  
**GDPR: The General Data Protection Regulation**

<https://www.youtube.com/watch?v=j6wwBqfSk-o>

All credit to Wall Street Journal



**For more information:**

Stay Smart Online: <https://www.staysmartonline.gov.au/>

Privacy Act 1988: <https://www.legislation.gov.au/Details/C2014C00076>

General Data Protection Regulation (GDPR): <https://gdpr-info.eu/>