

> Safety Guidelines

Please think about some basic rules regarding the safety of data in your programs:

- > Create a password for your computer and important data
- > When dealing with finances, it is possible to create a password even for a single cell in Excel
- > Important information should be saved on an external hard drive which, in turn, should be in a safebox or other well protected place
- > Do not use public WiFi while working with important information
- > Use **https**, not **http** on the Internet, it is safer
- > Download a firewall program on your computer to be protected from inbreak
- > Work in 'Incognito regime' while dealing with crucial Information
- > Always close Facebook when you use Internet banking, buy tickets or pay with a card. Otherwise, your account can be debited
- > Change your passwords regularly
- > Use only job emails for work tasks and not googlemail
- > The most important information should be sent only in the attachment. The text of the letter could be restored unlike the documents in the attachment.
- > Use encryptor for sending important information, for example 'Kleopatra'
- > Use the paid version of Dropbox as it is more protected