Simple Security Guidelines in the Electronic Age

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Summary: This contains a set of simple and practical security guidelines in the electronic age of the Internet on seven topics (physical protection, logical protection, internet use, privacy protection, copying files, shopping and using a personal computer, and harmony in life).

TOPIC 1: PHYSICAL COMPUTER ENVIRONMENT PROTECTION
1. Store your computer and other equipment in an out-of-sight area
2. Lock always the room
3. Lock backup copies in a secure location

TOPIC 2: LOGICAL COMPUTER ENVIRONMENT PROTECTION
1. Encrypt data (storage, in motion)
2. Install anti-virus and keep it updated
3. Enable password protection (BIOS passwords, screen saver passwords, file passwords, encryption passwords)

TOPIC 3: INTERNET USE
1. Constantly change passwords
2. In e-commerce, do not use a credit card unless the website is secure (encrypted). Prefer using a pre-paid card that you can load with as much money as you want to make only specific purchases and thus reduce possible fraud.
3. Notify the authorities/authorities when you connect to illegal "material" or website

TOPIC 4: PROTECTING YOUR PRIVACY
1. Avoid giving out personal information on the Internet
2. Do not do anything for which you cannot be responsible

TOPIC 5: COPYING FILES
1. Take backups based on a certain schedule (daily, weekly, monthly, etc.)
2. Lock your copies in other places (preferably in 2 alternative locations)

TOPIC 6: COMPUTER PURCHASES & USE
1. Only buy software from authorized outlets (avoid software piracy)
2. Do not promote “pirate” software
3. Do not use your personal computer for corporate use (unless you have taken very specific protection measures).

TOPIC 7: ADD HARMONY TO YOUR LIFE
1. Pray (or meditate) daily
2. Connect with others with friendship, love and kindness
3. Strive to have a happier life with harmony and balance
4. Make silence your most useful tool
5. Maintain and improve yourself
6. Educate yourself and others
7. Love nature.

For more details, you can see my books listed below.

A1. *'IT Controls'

Book 1. 'IT Strategic & Operational Controls', IT Governance, U.K. (out of print)

Book 2. 'How to align IT with your business'
https://www.amazon.com/dp/B009E6U8Z8

Book 3. 'IT-Business Alignment' (Part 1)
http://bookboon.com/en/it-business-alignment-part-i-ebook

Book 4. 'IT-Business Alignment' (Part 2)
http://bookboon.com/en/it-business-alignment-part-ii-ebook

Book 5. 'IT Management Controls'

https://bookboon.com/en/it-management-controls-ebook

Book 6. ISO 27001: 2022 Implementation Handbook
https://www.amazon.com/dp/9606582663?ref_=pe_93986420_774957520

Book 7. Information Security Incident and Data Breach Management
A Step-by-Step Approach
https://link.springer.com/book/10.1007/979-8-8688-0870-8

Book 8. Effective Personal Data Practices: The GDPR Employees' Guide - Part I
https://bookboon.com/en/effective-personal-data-practices-ebook

Book 9. Managing Data Subject Rights: The GDPR Employees' Guide - Part II
https://bookboon.com/en/managing-data-subject-rights-ebook

Book 10. Managing Personal Data Breaches: The GDPR Employees' Guide - Part III
https://bookboon.com/en/managing-personal-data-breaches-ebook

Book 11. Assessing Information Risks: The GDPR Employees' Guide - Part IV
https://bookboon.com/en/assessing-information-risks-ebook

Book 12. Assessing Privacy Risks: The GDPR Employees' Guide - Part V
https://bookboon.com/en/assessing-privacy-risks-ebook

Book 13. Personal Data Support Tools: The GDPR Employees' Guide - Part VI
https://bookboon.com/en/personal-data-support-tools-ebook

Book 14. Understanding Digital Age Effects
https://bookboon.com/en/understanding-digital-age-effects-ebook

Book 15. 'How to Reduce Occupational Stress'
http://bookboon.com/en/how-to-reduce-occupational-stress-ebook

Book 16. 'Seven Milestones for a Better Life'
http://bookboon.com/en/seven-milestones-for-a-better-life-ebook

Book 17. Stress: Learning from the Ancient Greeks
https://bookboon.com/en/stress-learning-from-the-ancient-greeks-ebook

Book 18. Stress Management Support Tools
https://bookboon.com/en/stress-management-support-tools-ebook