



Westgate-on-Sea Town Council Cyber Policy

Adopted 03.03.2020

Online Security

We need to know how to spot tactics of cyber criminals and the threats of cybercrime.

Following these few simple steps can help protect Westgate-on-Sea Town Council from an attack.

We can also follow [@kentpolicecyber](https://twitter.com/kentpolicecyber) on Twitter for advice and the latest updates around cybercrime.

Spoof emails

A spoof email will appear as though it is sent from a genuine source such as someone you know or a well-known company.

This is to trick people into clicking on fake websites or opening malicious attachments to steal personal information such as passwords and usernames.

- Never respond to an email which will request your personal or financial information
- Ensure your spam filter is up to date
- Block spoofing in your email server – most email servers have this option
- If you receive an email that asks you to login into your account, visit the website directly and do not click on the link – look for the <https://> on the website
- Contact the sender to confirm they sent you the email
- if you do receive a dubious email please do not pass on to any other email address within the Council

Ransomware

Ransomware is a form of malicious software allowing criminals online to lock files on your business devices. Criminals will then inform you that your files will not be unlocked until a sum of money is paid.

- Ensure your anti-virus software and firewall are up to date on all devices
- Don't click on the links in any expected emails
- Fully install software updates as soon as they appear
- Back up your files to external hard drives, online storage or USB sticks but make sure they aren't left connected to the computer

- Don't insert unknown USB sticks into your computer
- Advise staff to only visit websites you know you can trust

Passwords and Emails

Strong passwords are made up of three or more random letters, with numbers, symbols and capital letters. Passwords should be changed at least every six months. Emails for Council correspondence should always be via the official.gov.uk; if you require a reset for your password for .gov.uk email please request this from the Town Clerk. Any use of personal emails which results in a data breach of Council information would be the responsibility of the individual which could result in fines.

Security updates

Your computers, tablets and smartphones can easily become infected by small pieces of software known as viruses or malware. Remember to install internet security anti-virus software on all your devices to reduce the risk.