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Security Tips

Protect the information in your possession, at work, on the go and at home. With more flexible work arrangements and the use of mobile devices, below are some basic information security tips to remember.

- Never share your credentials (IDIR ID and password, or any other account names and passwords) with anyone.
 - Consider storing information on shared drives or in SharePoint Workspaces where it can be accessed by others.
 - Use the Delegate option in iProcurement or iExpenses to allow someone to act on your behalf.
 - Use Permissions and/or the Delegate option in Outlook to allow others access to your mailbox.
- Create strong passwords and try to not use the same access password twice. Never use your IDIR password outside of work.
 - Consider using passphrases: “to be or not to be” becomes tBoN2b
- Do not click on any links or attachments in emails that are not from a trusted source. Best practice is to delete any suspect email.

Each ministry has a Ministry Information Security Officer (MISO) who is the single point of contact for information security issues.

The **Security News Digest**, produced weekly by the Information Security Branch, is a compilation of stories about current security breaches, threats and risks, results of research by top security specialists, and social trends on the use and abuse of technology, emailed to subscribers weekly. Email OCIOSecurity@gov.bc.ca to subscribe.



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