

## **Top Information Security Tips**

Suspicious of the sender? Don't open attachments or links

Use strong password s—a mixture of upper and lower cases and numbers

Keep software secure with the latest security updates

Double check recipients before sending emails

Lock your computer screen while unattended

Always use a shredder or confidential waste sack for confidential information

Stay up to date on University policies for data handling

Don't retain data longer than necessary

Report any suspected compromises of University information

Find out more: [imps@reading.ac.uk](mailto:imps@reading.ac.uk)  
or [www.reading.ac.uk/imps](http://www.reading.ac.uk/imps)

