



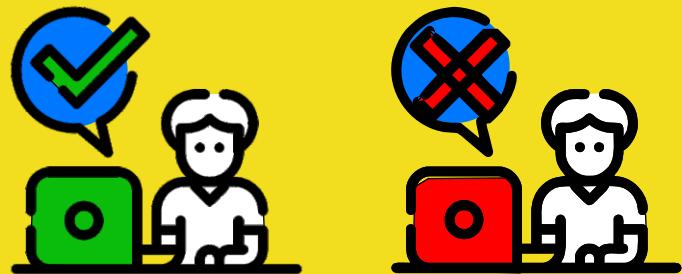
गृह मंत्रालय  
MINISTRY OF  
HOME AFFAIRS



# CYBER HYGIENE

## FOR CYBER SPACE

### DOs & DON'Ts



BASIC





Published by:

Indian Cyber Crime Coordination Centre (I4C)  
Cyber and Information Security (CIS) Division  
Ministry of Home Affairs  
Government of India  
North Block  
New Delhi – 110001

## Introduction

Cyber space is a complex and dynamic environment of interactions among people, software and services supported by worldwide distribution of Information and Communications Technology (ICT) devices and networks. The exponential increase in the number of internet users in India clubbed with rapidly evolving technologies has brought in its own unique challenges.

Indian Cyber Crime Coordination Centre (I4C) under Cyber & Information Security (CIS) Division of the Ministry of Home Affairs, has prepared this manual to disseminate Cyber Hygiene Best Practices for the benefit of Industrial Bodies/General Public/Government Officials. This should not be considered as an exhaustive list of precautions for Cyber Hygiene but baseline precautions that are to be taken.

**Disclaimer:** This document is for guidance and awareness only. The contents of this document are not to be used in any legal validation in investigation, etc. The purpose is to share basic information on these matters.

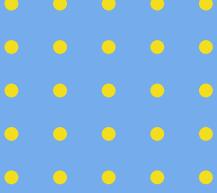




# CONTENTS

1. Computer Safety Tips-----	5
1.1 USB Device Security -----	10
2. Password Security Management-----	12
3. General Internet Safety Precautions-----	17
4. Financial Transactions-Safe Practices-----	20
5. Social Media Platforms-Safety Tips-----	24
6. Mobile Phone Safety-----	27
7. Malware Protection-----	33
8. E-mail Security Practices-----	35





# INTRODUCTION

Information Technology has made a significant contribution and impact on socio-economic scenarios. Rapid adoption of digital technology has led to employment generation, ease of living, ease of doing business and access to information.

Adoption of digital technology and internet have also led to increase in cyber crime incidents. It can be controlled or minimized with care, precaution, awareness and with the use of appropriate tools to secure the information. The tips and recommendations provided in this document may help the user to keep the information/data & device secure.



# **COMPUTER SAFETY TIPS**

## **What is computer security?**

Computer security is the protection of computer systems and information from theft and unauthorized access. It is the process of prevention and detection of unauthorized use of the computer systems.



## **Computer security threats**

Computer security threats are possible dangers that can cause impediment to the normal functioning of the computer. Some of the common and harmful computer threats are depicted below:-



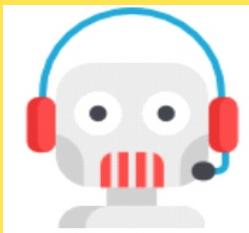
Computer Viruses



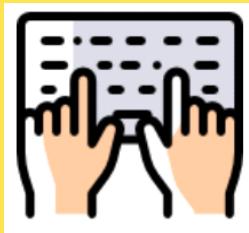
Computer Trojans



Phishing Mail/URL



Botnet



Keylogger



# Do's



## COMPUTER SAFETY TIPS



Always download applications/ software from trusted sources



Regularly update Operating System, Applications and Anti-Virus software of the system



Ensure backup of important data/files/ documents at regular intervals



Lock the computer screen when not in use



Always keep the computer firewall “ON”





# Do's



## COMPUTER SAFETY TIPS



Use account with limited privileges on systems



Always insist on using genuine/ licensed software applications



Scan all the files/contents downloaded from websites, e-mails or USBs



Uninstall unnecessary programs or software





# **COMPUTER SAFETY TIPS**



**Use “Task Manager” to identify any unwanted programs running on the computer system**



## Access to servers should be allowed via Multi-Factor Authentication (MFA)



## Disable Remote Desktop Connection and network file sharing , when not in use



## Set Operating System update settings to “Auto-Download” option for regular updates





# Don'ts



## COMPUTER SAFETY TIPS



**Do not install or use pirated copies of software/applications under any circumstances. These may contain malware**



**Do not use guessable/weak passwords like "password@123", etc.**



**Do not click on untrusted/unexpected Pop-Up advertisements/ programs**



**Do not dispose computer or hard drive without deletion and wiping of data**



## 1.1 USB DEVICE SECURITY

USB devices are very convenient to transfer data between different computers. One can plug it into a USB port, transfer important data, remove and use it appropriately as desired. However, this portability, convenience and popularity also bring different threats to the information system.



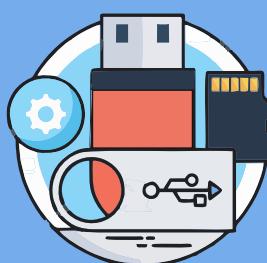
### Threats

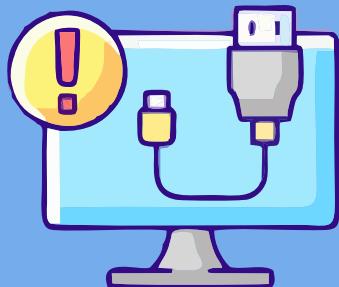
Unsecured use of USB drive can lead to data thefts, data leakages and malware infection. USB security can be ensured with care, awareness and by using appropriate scanning tools to secure the information.



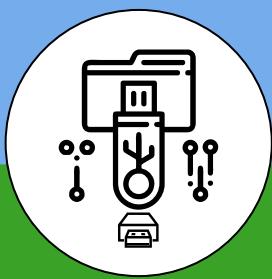
### Types of devices which support USB

- Flash Drive/ Pendrive
  - Portable Hard Drive/ SSD
  - Mobile Phone
- Digital Camera
  - Card Reader
  - USB Keyboard/ Mouse

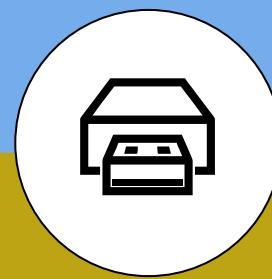




# USB DEVICE SECURITY



# Scan USB device with Antivirus/ Endpoint Protection before its use



**Autorun/ Autoplay feature  
shall be disabled in all the  
computers, while  
using USB**

# PASSWORD SECURITY MANAGEMENT

Password helps in protection of information accessible via computers. It allows access to information only to authorised users. Strong multi character passwords must be enforced in all the systems.



## • Password attack

- Cyber criminals use many methods to access accounts, including
- dictionary brute-force attack (attacks made to guess passwords), as well as comparing various word combinations against a dictionary file.

Cyber criminals may also use password capturing tools like “Keyloggers” on victim’s computer.





# Do's

## PASSWORD SECURITY MANAGEMENT



Always use different passwords for different accounts. Ensure password is strong



Strong passwords should contain combination of upper case, lower case, numbers, "Special" characters (e.g., @#\$%^&\*()\_+|~-=\{}[]: ";<>/,etc.)



Immediately, change any password which might have been shared or revealed by mistake



Passwords must be changed at regular intervals



## A PASSWORD **SHOULD NOT** CONTAIN



Birth dates, names, ID proofs and other personal information such as addresses and phone numbers



Commonly used words such as names of family members, pets, friends, colleagues, movie/novel/comics characters, etc.



Password recovery answers should not be guessable



Password should not be less than eight characters



# Don'ts

## PASSWORD SECURITY MANAGEMENT



Do not use public systems to access banking/ sensitive sites



Do not share password, OTP through e-mail, chat or any other electronic communication



Do not reveal password on questionnaires or security forms



# Don'ts

## PASSWORD SECURITY MANAGEMENT



Do not choose/ select “remember my password” option for banking/ sensitive sites



Never write down your password anywhere, especially as a ‘note stick’ to the computer



Don’t use your biometrics (finger print, etc.) at untrusted terminals/ places

# GENERAL INTERNET SAFETY PRECAUTIONS

Invention of internet has revolutionized the way of communication and information sharing. However, unsecured usage of internet may pose risks to an organization. Internet security includes browser security, website security, network security, software applications, etc. Its objective is to enforce rules and measures against attacks over the internet.



Unsafe internet practices may lead to risks from phishing, online viruses, trojans, worms, ransomware, business email compromise, financial loss, etc.





# Do's



## GENERAL INTERNET SAFETY PRECAUTIONS

 Be vigilant while clicking/ downloading from suspicious links/ URLs

 Make it a habit of clearing browser history after confidential activities/ transactions

 Cloud storage to be used with appropriate security/ privacy settings

 Verify the Authenticity and Identity of social media profiles before getting involved in any correspondence

 Judiciously use services that require location information. Also, avoid posting photos with GPS-coordinates

 Be vigilant and verify the advertisements/ sponsored contents on search results or websites





# Don'ts



## GENERAL INTERNET SAFETY PRECAUTIONS



**Do not use any public computer or Wi-Fi for carrying out financial transactions like online shopping, internet banking, UPI transaction, etc.**



**Do not use email address, phone number and details of payment cards on untrusted and unsecured websites**

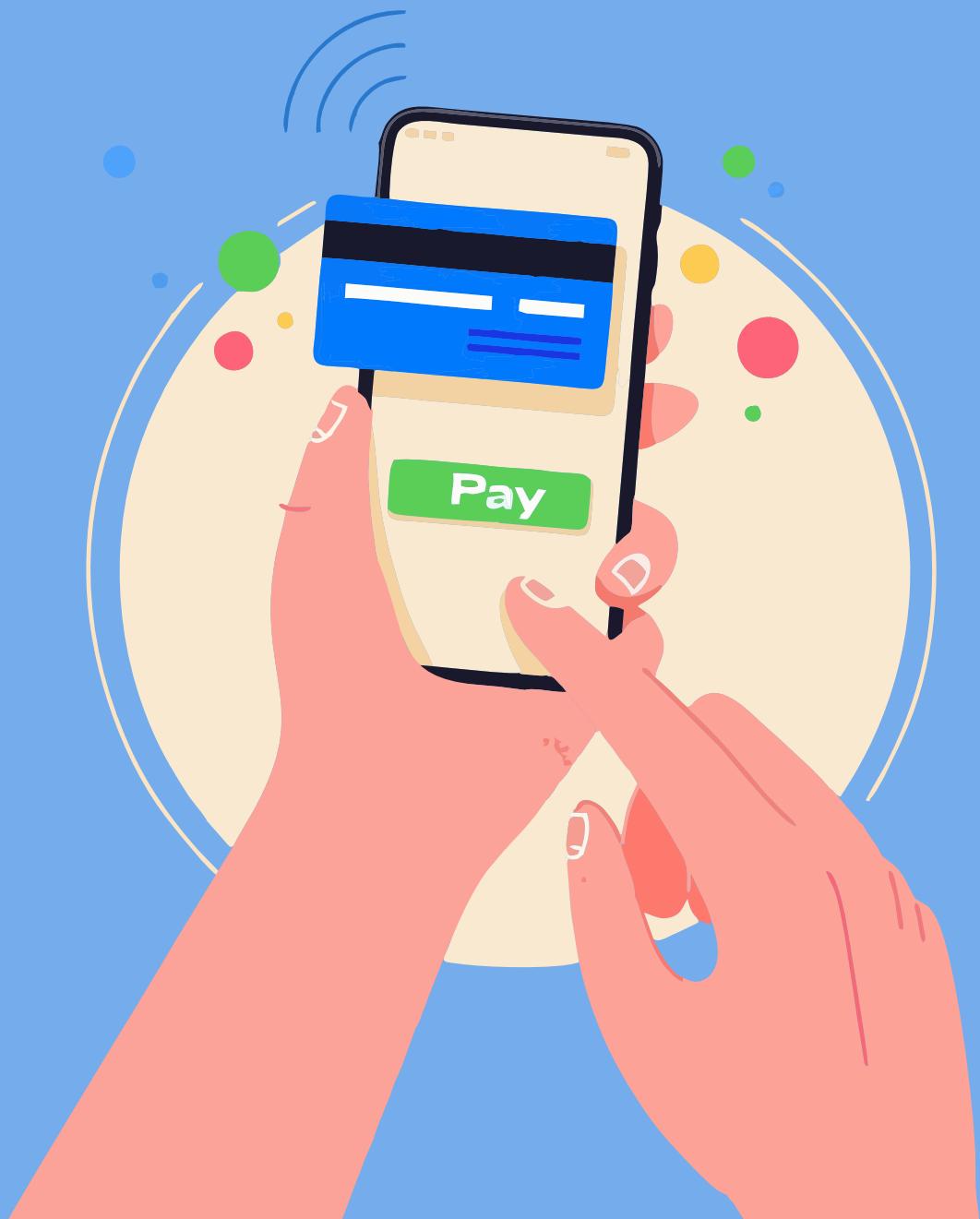


**Do not trust and share unverified content on social media and messaging apps.**

**Always verify the source and authenticity of content before sharing**

# **FINANCIAL TRANSACTION - SAFE PRACTICES**

Digital modes of payments like internet banking, UPI, cards, mobile banking have made day-to-day payments very convenient. Any security lag in online transactions may result in financial loss to an individual or an organization.





# Do's



## FINANCIAL TRANSACTIONS - SAFE PRACTICES





# Do's



## FINANCIAL TRANSACTIONS - SAFE PRACTICES

Card Number, Expiry & CVV number are confidential. Never share with anyone

Use cards only after verifying authenticity of PoS/terminals/ATMs and websites

Manage your card limit using mobile banking apps for additional safety

Sharing OTP may result in unauthorized debits

### CARD SAFETY





# Do's



## FINANCIAL TRANSACTIONS - SAFE PRACTICES



# SOCIAL MEDIA PLATFORMS - SAFETY TIPS





# Do's



## SOCIAL MEDIA PLATFORMS - SAFETY TIPS



**Privacy settings must be carefully chosen before sharing any content over internet**



**Be vigilant before revealing your location information over the internet**



**Friend requests must be accepted after verification with proper caution**



**Content posted on social media must be verified for authenticity before forwarding / sharing**



# Don'ts



## SOCIAL MEDIA PLATFORMS - SAFETY TIPS



**Do not use social media account without Multi-Factor Authentication (MFA)**



**Never log into social media accounts from untrusted systems**

# MOBILE PHONE SAFETY

Mobile phones are integral part of any organization. Secure usage of phone is essential for personal and organizational data protection.

Data theft, financial loss, unauthorized access, malware infection, etc., may be a result of mobile phone compromise.





# Do's

## MOBILE PHONE SAFETY



**Be cautious with public Wi-Fi**  
**Information shared over public network may be misused**



**Review the default privacy settings of the smartphone, mobile applications and social media accounts**  
**Personal photos posted on social media with public visibility may be misused**



**Before downloading any App, same should be checked for its reputation/authenticity**

**Read vendor privacy policies and verify app permission before downloading apps**



# Do's

## MOBILE PHONE SAFETY



Prefer  
downloading  
mobile apps from  
genuine sources



Turn off / remove  
unnecessary  
apps



Register  
for Do Not  
Disturb (DND)  
service with  
Telecom Operators



# Do's

## MOBILE PHONE SAFETY



Use Parental control mode, while handing over mobile phones to kids or minors



Use device / SD card encryption to safeguard confidential data



# Do's

## MOBILE PHONE SAFETY



**Protect your device with a strong PIN/Password or Biometrics and enable auto lock setting in mobile phone**



**Always take back-up of data (contacts, personal photos, etc.)**



# Don'ts

## MOBILE PHONE SAFETY



**Do not reply or click on link sent through SMS, e-mails or chat messenger by strangers**



**Do not store any classified/ sensitive data (text /video / photograph) in the device**



**Do not log into accounts, especially the financial accounts, when using public wireless networks**

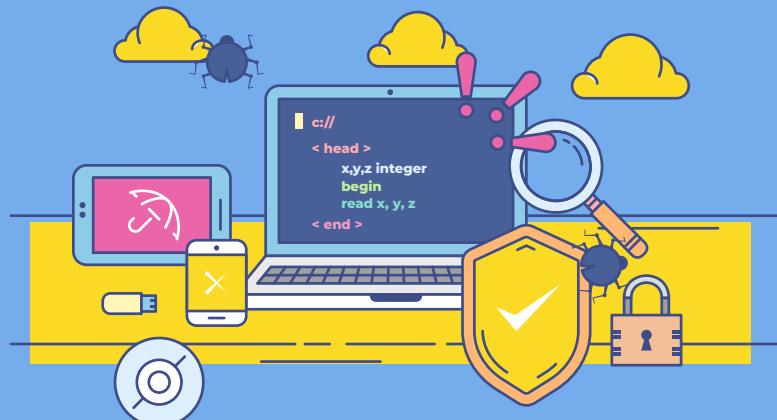
# MALWARE PROTECTION



The Term Malware is a combination of words, ‘Malicious’ and ‘Software’. Malware is intentionally developed to perform various unauthorized and destructive tasks on the victim's system without one's knowledge.

Malware performs various tasks that include locking of important files, stealing sensitive information from the system, gaining unauthorized remote access, spy on the user activity, consuming computer memory, internet bandwidth, corrupting important files, etc.

The various types of malwares are spyware, viruses, worms and trojans, ransomware, Botnet, etc.



## How to protect against malware?

Keep all software up to date, including the Operating System and applications.

- Do not click on untrusted URL links
- Use anti-malware solutions
- Patch Management to be ensured to overcome vulnerabilities





# Do's

MALWARE



  
**Scan USBs,  
Files on your computer  
regularly or before use.  
Disable USB devices if not  
needed**

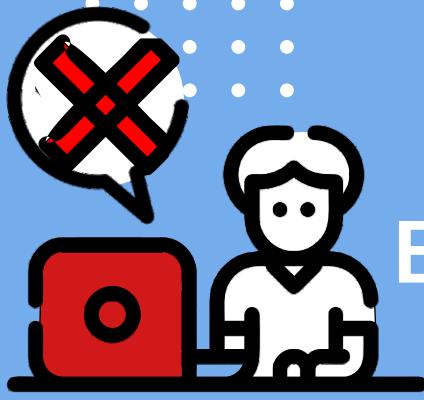
  
**Use Licensed Version of  
Operating Systems and  
Application Software**

  
**Keep your system and  
Antivirus up-to-date with  
regular patches**



# E-MAIL SECURITY PRACTICES





## E-MAIL SECURITY PRACTICES

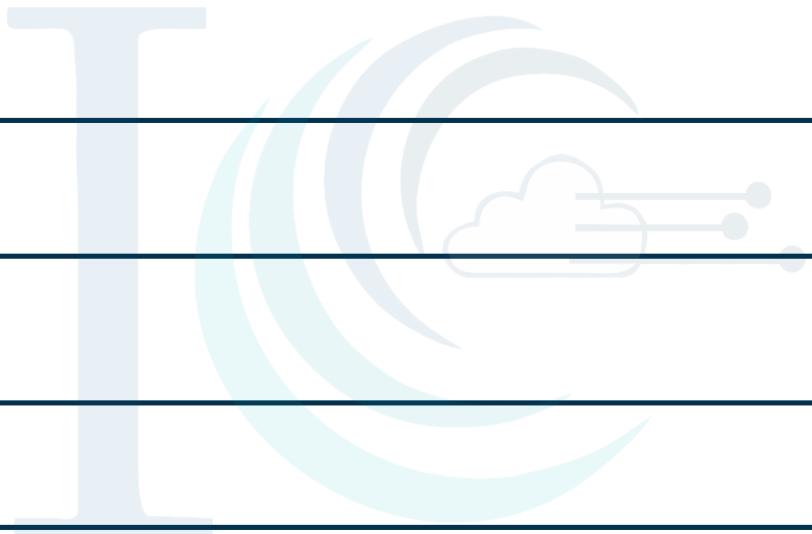


**Don't open/reply to e-mail links  
(hyperlinks/ web-links/ URLs  
mentioned in the body of such  
mails) giving any luring offer.  
It may result in compromising  
your personal and financial  
details.**

**Do not access to any spam  
e-mails, until the sender is  
properly verified**



## **NOTES**



# NOTES

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

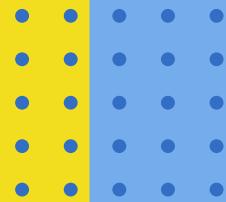
---

---



Indian Cyber crime Coordination Centre





Follow us on:



December, 2021

