

**ISSUED BY: KELVIN SOLOMON PROSPER-OGUNS**

**ORGANIZATION: KAPTON PHYSIOTHERAPY CLINIC**

**Dear Employee,**

**RE: EMPLOYEE SOCIAL ENGINEERING AWARENESS/GUIDE FOR POSTING  
ON SOCIAL MEDIA.**

Social media has become part of our everyday lives. As such, we must be very careful of what we put out there to the public else, we become open to;

- Personal Information exposure (e.g., Full names, Birthdates, locations, workplaces, relationships, etc.)
- Password guessing (This can be guessed with details about pets, favourite sport, or teams that is shared on social media).
- Impersonation and Trust exploitation (Attackers can study a person's social media post to learn about how they communicate, and what their interests are).

To mitigate the risks of any of the above happening, we must be sure to:

- Be mindful of what you share
- Regulate privacy settings
- Beware of strange friend requests and messages
- Think before clicking
- Use strong Authentication.

Remember, while social media can be fun and a valuable tool for connecting and networking with others, its is very important to strike a balance between sharing and protecting your personal information to prevent been a victim of social engineering attacks.

Thank you.