Pseudo-eBay

Updated Security Manual

**Slippery Rock University of Pennsylvania**

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Policy Brief & Purpose

The purpose of this manual is to ensure that cybersecurity threats are minimized. Pseudo-eBay uses technology to collect, store, and manage information which can increase the chance of a severe security breach. For this reason, many security measures have been implemented.

## Scope

This policy applies to all employees, contractors, volunteers, and anyone who has permanent or temporary access to our systems and hardware.

### Confidential Data

Confidential Data is secret and valuable. All employees are obliged to protect this data.

To protect and uphold the integrity of information of the user, a newer system had been implemented. A user seeking to add or edit personal information will be prompted to re-login to prevent change of information by an outside entity.

### Protect personal and company devices:

When employees use their devices to access company emails or accounts, they introduce security risks. The company advises our employees to keep both their personal and company-issued computer, tablet, and cell phone secure. Pseudo-eBay employees should avoid logging on to their accounts from other people’s devices or lending their own to others. Below are ways that employees can keep their devices secure:

* Keep all devices password protected.
* Choose antivirus software.
* Ensure they do not leave their devices exposed or unattended.
* Install security updates of browsers and systems monthly or as soon as updates are available.
* Log into company accounts and systems through secure and private networks only

### Keep Emails Safe

Emails are often social engineering scams or are inflicted by malicious software (e.g., worms.) To avoid virus infection or data theft, we implore employees to:

* Avoid opening attachments and clicking on links when the content looks too good to be true or far-fetched (e.g., “Congratulations, you won our giveaway!”)
* Be suspicious of clickbait titles (e.g., offering prizes, advice.)
* Check the names of people that sent the message to ensure they are legitimate.
* Look for inconsistencies (e.g., grammar mistakes, capital letters, excessive number of exclamation marks.)

### Managing Passwords Properly

Password leaks are dangerous since they can compromise the entire business. Leaked passwords can lead to ransomware attacks and compromised data. Not only should passwords be secure, but they should also remain secret. For this reason, we advise our employees to:

* Choose passwords with at least eight characters (including capital and lower-case letters, numbers, and symbols) and avoid information that can be easily guessed (e.g., birthdays.)
* Remember passwords instead of writing them down.
* Exchange credentials only when necessary
* Change their passwords every two months.

### Transfer Data Securely

Transferring data introduces security risk. Employees must:

* Avoid transferring sensitive data (e.g., customer information, employee records) to other devices or accounts unless necessary.
* Ensure that the recipients of the data are properly authorized people or organizations and have adequate security policies.
* Report scams, privacy breaches and hacking attempts

Pseudo-eBay needs to know about scams, breaches, and malware so that the company can better protect the infrastructure. For this reason, we advise our employees to report perceived attacks, suspicious emails, or phishing attempts as soon as possible.

### Additional Measures

To reduce the likelihood of security breaches, we also instruct our employees to:

* After 5 minutes without activity on the webpage, administrators will be unable to make changes until they successfully re-validate credentials.
* Report stolen or damaged equipment.
* Change all account passwords when a device is stolen.
* Report a perceived threat or possible security weakness!
* Refrain from downloading suspicious, unauthorized, or illegal software.
* Avoid accessing suspicious websites.

### Take Security Seriously

Our customers should feel that their data is safe. Employees should be vigilant by proactively protecting Pseudo-eBay’s systems and databases. To ensure trust employees should keep cyber security top of mind.