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| **Topic** | **Category** | **Justification** | **Source** |
| Always use strong passwords and keep them secret. | Confidentiality | Using strong passwords to login helps protect unauthorized users from gaining access. | Washington University in St Loius*.* <https://informationsecurity.wustl.edu/items/confidentiality-integrity-and-availability-the-cia-triad/> |
| Change your password every 120 days. | Integrity | This helps prevent unauthorized users from gaining access to the system which protects the integrity of the data. | Hashemi-Pour, C., & Chai, W. (2023, December 21). *CIA Triad (Confidentiality, Integrity, and Availability).* TechTarget*.* https://www.techtarget.com/whatis/definition/Confidentiality-integrity-and-availability-CIA#:~:text=A%20good%20example%20of%20a,common%20method%20of%20ensuring%20confidentiality |
| Never click on links in an email, even if they are from someone you know. Type the address in your browser window instead. | Confidentiality | Clicking on links in emails can cause unwanted users to access confidential information. | Washington University in St Loius*.* <https://informationsecurity.wustl.edu/items/confidentiality-integrity-and-availability-the-cia-triad/> |
| Ensure all computers you use or control have an up-to-date, supported antivirus software installed. | Integrity | Antivirus primary role is to protect the integrity of systems and data. | Hashemi-Pour, C., & Chai, W. (2023, December 21). *CIA Triad (Confidentiality, Integrity, and Availability).* TechTarget*.* https://www.techtarget.com/whatis/definition/Confidentiality-integrity-and-availability-CIA#:~:text=A%20good%20example%20of%20a,common%20method%20of%20ensuring%20confidentiality. |
| Check your browser history (weekly). | Availability | This helps monitor browsing activities and ensure efficiency of accessing previously visited sites checking that its functioning as it should. | [What is the CIA Triad and Why is it important? | Fortinet](https://www.fortinet.com/resources/cyberglossary/cia-triad#:~:text=and%20avoid%20them.-,Integrity,information%20needs%20to%20have%20integrity.) |
| If possible, close and lock your office door when leaving your computer. | Confidentiality | Locking the door prevents unauthorized users from viewing or tampering with sensitive information. | [What is the CIA Triad and Why is it important? | Fortinet](https://www.fortinet.com/resources/cyberglossary/cia-triad#:~:text=and%20avoid%20them.-,Integrity,information%20needs%20to%20have%20integrity.) |
| Do not set your computer to automatically log in. | Confidentiality | Automatic login may allows users direct access to sensitive information. | [What is the CIA Triad and Why is it important? | Fortinet](https://www.fortinet.com/resources/cyberglossary/cia-triad#:~:text=and%20avoid%20them.-,Integrity,information%20needs%20to%20have%20integrity.) |
| Lock your keyboard when you step away from your computer for even a moment. | Confidentiality | Locking the keyboard can prevent unauthorized users from accessing sensitive information on your computer and maintains data confidentiality. | [What is the CIA Triad and Why is it important? | Fortinet](https://www.fortinet.com/resources/cyberglossary/cia-triad#:~:text=and%20avoid%20them.-,Integrity,information%20needs%20to%20have%20integrity.) |
| Never store sensitive personal information such as your bank account information or Social Security numbers on your computer. | Confidentiality | Storing sensitive information can pose a risk of unauthorized access, compromising data confidentiality. | [What is the CIA Triad and Why is it important? | Fortinet](https://www.fortinet.com/resources/cyberglossary/cia-triad#:~:text=and%20avoid%20them.-,Integrity,information%20needs%20to%20have%20integrity.) |
| Check the Website for the latest updates and patches to your anti-virus program (monthly). | Availability | By maintaining up-to-date anti-virus software, users help protect against any potential threats. | [What is the CIA Triad and Why is it important? | Fortinet](https://www.fortinet.com/resources/cyberglossary/cia-triad#:~:text=and%20avoid%20them.-,Integrity,information%20needs%20to%20have%20integrity.) |