

IT security for users at the workplace («SAW»)

In this course, you will learn what security measures are essential to ensure the security and integrity of your company's data.

Duration: 1 day

Price: 800.–

Course documents: Digicomp courseware and reference book

Content

1. General IT Security Measures
 - Confidentiality, integrity and availability, traceability
 - Safety regulations for general work and projects, reporting flow
 - Emergency measures and reporting system
 - Observation and reporting obligations
2. Dealing with confidential data
 - Processing, storage, transmission and storage of confidential data
 - Discretion in conversations, fax, SMS, e-mail and Internet as well as in social engineering
 - Backup of necessary data and configurations
 - Disposal of defective or no longer needed data carriers
 - File storage (classification, dispatch, disposal)
3. Security at the workplace and the correct use of passwords
 - Deletion of temporary files, caches, etc.
 - Clear Desk Policy
 - Private work at the workplace
 - Sensitive use of third-party or private software
 - Guidelines concerning the use of passwords (UID and PWD)
 - Password selection and change frequency
 - Deposit, disclosure and storage of passwords
 - Group use of resources
4. Internet connection (Internet and e-mail at work)
 - Dangers (dangerous content / active content elements)
 - Legal control according to EDPS (Principles on controls and sanctions in case of abuse)
 - Documents (Attachments)
 - Surf traces (logs, cookies, caches)
 - Safe usage of e-mail (encryption, certificates)
 - Dealing with private e-mails
 - Caution when handling e-mails (dubious e-mails, attachments, distribution lists, wrong addressee)
5. Behavior when a computer virus occurs
 - Introduction / Types of viruses
 - Detection of viruses and instant measures
 - Dealing with antivirus tools
6. Working with your notebook on the go and at home
 - Legal principles and policy: Who may process data outside the company?
 - Screensavers and boot protection
 - Handling login and data as well as mobile data media
 - Handling of additional security devices (SmartCard, Token ...)
 - Special travel features (business data on the road/cross-border)

Key Learnings

- Awareness of the most important dangers and risks when dealing with PCs, the Internet and e-mail
- Knowledge of what defensive measures you can take or demand against it
- Knowing the most important legal framework conditions

Target audience

The course is particularly suitable as a company course to sensitize employees to dangers and risks (topics can be individually adapted or supplemented to company-specific needs).

Additional information

The topics can be individually adapted to your company-specific needs or supplemented accordingly.

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-security/security-awareness/course-it-security-for-users-at-the-workplace