

Security

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What you need to do to use Doccle safely online

Don't give intruders a chance. A combination of several security measures, such as recent software programs and imaginative passwords, makes it very difficult for them to hack into your computer. But beware, because hackers are constantly changing their techniques in order to circumvent security measures. This is why it is important for you to always download the latest software updates. Here's an overview of what you need to do.

Secure your computer

- First of all, install an **antivirus program**. Your computer needs this to detect and destroy viruses. Keep this program active at all times when you are using your computer. Perform regular updates of this program, together with a full scan of your computer.
- Also, a **firewall** is no mere luxury. You can compare it with an access point under camera surveillance. A firewall monitors the traffic between your computer and the Internet and prevents strangers from gaining entry and accessing your data.
- Some sites or files, for example those received by email, try to worm their way into your computer in order to screen your pattern of Internet use and intercept certain data. To prevent this, you can arm yourself with a good **spam filter** and an **anti-spyware program**. Again, run regular updates, together with a full scan of your computer.
- Do you use the Internet wirelessly? If so, **secure your wireless network** with a personal password. This prevents others from browsing at your expense, and also stops strangers from accessing your computer. It is also important not to leave the supplier's default password as the password for your wireless router.
- If you have multiple computers online via the same connection, you have a local network. **Secure your network** thoroughly so as to always retain full control over the traffic between all devices (computers, printers, etc.) that are connected to your network. You can do this by only opening those IP ports that are strictly necessary. You should also protect each computer individually, as one insecure computer can infect all the computers on your network.
- Install timely **updates** of your operating system and your programs and plug-ins, such as Adobe Flash Player. In this way you can eliminate weak points that can be

exploited as security loopholes, since recent updates are resistant to new viruses on the web.

Sensible Internet use at all times

Whenever you use the Internet, click on links, open files, etc. you run the risk of being infected with a virus. And that's not all. Certain sites or emails request your **personal details** for fraudulent purposes. Extra vigilance is therefore needed.

- Many websites ask for your personal details. Only give information that is strictly necessary and only do so on **websites you trust**.
- It is advisable **not to download files from unknown, suspect websites**.
- **Be careful when opening files and clicking on links** that you receive by email, from both people you know and strangers, even if they use your name.
- Buying something online? Only pay using **secure payment systems**.
- Beware of **phishing**: do not give out any personal information via email or telephone.
- Seen something suspicious? Report it immediately.