KAJE
ENGINEERING
INTELLIGENT FLOW SOLUTIONS

End-user

- Unique logins and passwords for each account
- Unique passwords with a minimum length of 20 characters - some are even talking about 30 not being enough - created by using a combination of letters (a-z, A-Z) and digits (0-9) plus a few Special Characters (Pure Mathematics).
- Use a verified Password Manager - check online as there are plenty of "Fake" products in the APP Stores. We recommend Sticky Password.
- Use 2FA (2 Factor Authentication) wherever it's an option. We recommend Authy.
- Always pay attention to the naming of the link in an email, text, website, etc.
- Separate private use from business use
- Free offerings have a cost - often your personal data...
- Use more than one browser and separate the use. Example: Mozilla Firefox for logins where vital information is exchanged, Vivaldi for SoMe, Opera for Streaming Services and Brave for less sharing of personal protection when surfing online.
- Never save your login details in the browser

Computer (Microsoft Windows)

- Crease a default user without admin rights for your daily use
- Only login with your admin account if Windows requires it
- Remember to check for updates frequently
- Use a licensed Anti-Virus application (3rd party) that both protect your device and being online. We recommend AVAST.
- Be careful with free software - remember to check online if there is any risk associated with the one you are looking at

Computer (MAC)

- Crease a default user without admin rights for your daily use
- Only login with your admin account if Mac iOS requires it
- Remember to check for updates frequently
- Remember to boot your device once every day (some patches require a restart to be installed)
- Use a licensed Anti-Virus application (3rd party) for scanning your emails and online traffic. We recommend AVAST.
- Be careful which APPS you download from the store - remember to check online if there is any risk associated with the one you are looking at

Smartphone & Tablets (iPhone/ Android)

- Free offerings have a cost - often your personal data...
- Be careful which APPS you download from the store - remember to check online if there is any risk associated with the one you are looking at

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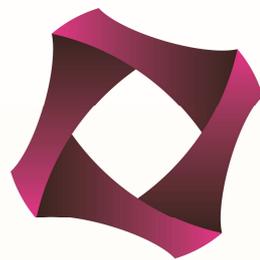
- Use a licensed Anti-Virus application (3rd party) for scanning your device, applications and online traffic. We recommend AVAST - however they only have a consumer version for this kind of devices
- Secure you phone with a remote "tracking & kill switch feature"

Your data

- Your data is stored using technology that can fail - either due to lack of connectivity, being hacked or hardware failure, so the old rule: "store your data at three different medias" continues to be worth following
- Recommend you to do a monthly "file copy" of your data to an external USB drive, that you put a side in a safe place
- Protect your online share with a strong unique password

NAS Drives/ USB Drives

- Easy to install - some includes Backup features/ application
- Be aware of that some NAS drives connects automatically to the Internet without any option to block for this opening
- Your data is stored using technology that can fail - either due to lack of connectivity, being hacked or hardware failure

Documentation

- Remember that data online might not be available when you need them
- Always keep track of the services you use for your business data, i.e. create a simple document that you easily can maintain
- Download and print the agreements related to the services used
- Remember that local regulations related to accounting might be different from the local & global regulations covering requirements related to Data Protection

Cloud Share Services

- Be aware of which data you store as some might have to be GDPR compliant (or similar related to Data Protection & Privacy Regulations)
- Shared responsibility means that your vendor secures the backend, but you are in control of who has access to your data
- Requires connectivity in order to work as intended when it comes to speed
  - a poor connection will influence the synchronization between your device and the service being used
  - an attack to the infrastructure might disconnect you from the service

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