

## RECOMMENDATIONS ON NETWORK SECURITY

Networks carry all information, so in addition to being the usual means of access for attackers, they are also a good place to obtain information without having to access its sources. Protecting the network is one of the main tasks to avoid information theft. The following measures should be taken:

### E-MAIL

Take care of your email address and password account:

- ✓ *Passwords must be sufficiently complex so that an attacker cannot deduce it by means of computer programs.*
- ✓ *The use of digital certificates improves the security against the simple use of passwords.*
- ✓ *Keep your password up to date with at least 8 characters, interspersed with letters and numbers.*
- ✓ *Never give or write down your password in view of third parties.*
- ✓ *Do not leave the address on any Web site.*
- ✓ *Avoid using software or other options, so that you do not have to type your password the next time you access the same site from the same computer.*

Do not respond to advertising messages.

Do not reply or forward chain mails, most of them are malicious.

Do not send e-mails with addresses in the "CC" (With Copy) field, instead use "BCC" (With Blind Copy), so that they are not displayed and cannot be used by others.

Delete any message from an unknown recipient.

Delete any message that arrives from a known contact but contains an unusual header or text.

### ONLINE SERVICES

Always exit the Online Services when you have completed your transactions.

Pay attention to the URL of the Web site you visit. Malicious Web sites may look identical to legitimate sites, but the URL may have variations or a different domain name.

Do not fill out forms requesting personal information on untrusted sites. Never send confidential information via e-mail.

Do not write your e-mail address in discussion lists, chat rooms, instant messaging systems, because they create files that can be accessed via the Web.

Make sure that the Web site uses encryption (<https://>).

### COMPUTER

Install a good antivirus on your computer.

Update your computer's operating system.

Disable file sharing.

### NUESTRAS OFICINAS CENTRALES:

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