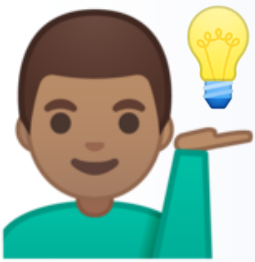# Information Security 101

Common sense
🔒 Be careful - do not open attachments or links from an unknown sender
🔒 Do not disclose passwords - no one asks for your password in an e-mail, on the phone or in person
🔒 Ignore time pressure and threats of negative consequences

Secure passwords
🔒 At least 10 characters, uppercase and lowercase letters, numbers and symbols
🔒 Use your password only for one service

Minimization principle
🔒 Only install the applications you actually need
🔒 Only set up the access rights/logins you actually need for the relevant applications
🔒 Do not carry out daily work while being logged in on an administrator's account

Virus scanner
🔒 Install and regularly update a virus scanner
🔒 Regularly check your computer for viruses

Updates
🔒 Regularly update the Windows system and the applications running on it

Secure surfing
🔒 Pay attention to the lock symbol in the address line of the browser since it indicates encrypted communication
🔒 Never enter information on unknown websites which do not seem trustworthy and avoid to click on links on such websites

Data theft
🔒 Lock your computer by using the keyboard combination "Windows+L" and lock your office, if possible
🔒 Encrypt confidential data, in particular on external storage devices

Data backups
🔒 Regularly backup important data

Data destruction
🔒 Dispose of confidential information in a confidential waste bin or destroy the information so that it cannot be restored (in accordance with DIN 66399)
🔒 Dispose of external storage devices in the bins intended for this purpose

Security incidents
🔒 Negative events which impair the confidentiality, availability or integrity of data
🔒 Please inform us via phone (-2000) or e-mail to *infosicherheit@uni-mannheim.de*

Your Team for Information Security
🔒 If you have any further questions or comments, please send an email to: *infosicherheit@uni-mannheim.de*
🔒 Please find more information on: *www.uni-mannheim.de/en/information-security*

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