Welcome

File Encryption & Cloud Security

Protecting Important Personal Information

Hosted by:



Content by:



Presenter: Ray Cool, CEO PBSI Technology Solutions Webinar will begin at 1:00



Welcome Foster & Motley Clients

to

Security Education Series

Series Goals

- Educate listeners how to protect electronic valuables
- Improve knowledge about electronic security
- Provide practical information about what to change and how to do so

Topic Summaries

- Securing Personal Data Overview
- Email Security Practices
- File Encryption & Cloud Security
- Password Management & Public Wi-Fi

available on Foster & Motley website available on Foster & Motley website today's topic 4 of 4



Agenda

File Encryption & Cloud Security

Protecting Important Personal Information

- When and why file encryption is important
- Protecting personal files
- Protecting files during transmission
- Using the cloud securely



PBSI Technology Solutions *"IT Security Specialists"*

Who is PBSI?

- Technology Services provider for hundreds of clients in the tri-state including Foster & Motley
- Experienced 75% of staff have 10+ years experience w/PBSI
- Proactive IT security monitoring for home and business



Why do we need protection?

The Internet Today is a Dangerous Place

- Increasingly, PCs are being infected with malware that steals passwords and copies data
- New keylogging and phishing attacks are changing constantly Bad guys are smart, motivated and *relentless*
- The victim is typically NOT notified Keylogging malware may be currently active on millions of unaware PCs

Email Addresses and Passwords Are For Sale

- 2.7 Billion emails are available for sale on the Darkweb
- 1.2 Billion of them include exposed, cracked passwords
- LinkedIn, Yahoo, Gmail, DocuSign, Adobe, Dropbox, Tumblr, MySpace and 30 others
- Equifax smaller than ALL of the above breaches in 2017
- List of biggest breaches can be found at: <u>https://haveibeenpwned.com/</u>



Protect (Encrypt) Important Documents

What is File Encryption and Why is it Important?

- Encryption is a term describing data that can't be read without a private "key"
- Encrypted data is garbled so that if opened it can't be easily read or interpreted
- Encryption security varies based on technology used AND based on length of "key" (the password)
- This is why long or complex passwords are encouraged. Length is the enemy of hacker decryption software.

What Files Should Be Encrypted and Why?

- Encrypt files containing Personally Identifiable Information (PII) or Protected Health Info (PHI)
- From whom are you protecting info? Future hackers YES (and maybe from IT support, children, etc.)

Encrypt Important Files "At Rest"

- MS Office Most files can be encrypted simply by adding a password
- Password protection = encryption

Encrypt Files or Content Sent Via Email – 3 Choices

- Encrypt the attachment(s) and provide the password to the recipient using different medium (text or voice)
- Encrypt the email Requires purchase of an email encryption tool
- Use a secured file sharing site-like Foster & Motley's **Client Vault**



Demonstration

How to Encrypt a file

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Managing Location of Files and Folders

Know where documents are stored

Microsoft Office default save-as location is C:\Documents

- But other apps (scans, photos, faxes) are not consistent
- When saving files, use "save-as" instead of "save" to know the location of
- This "save-as" greatly increases the likelihood of success of controlling document location

It is a good idea to keep documents with PII (Personally Identifiable Information) in a separate folder

• To setup a sub-folder – right click, add "folder"; name the folder (i.e.: Documents \ Tax Information)



Securing Online Communications

Security on both private and public Wi-Fi

How to encrypt files or content during transmission (email) – 3 choices

- Encrypt attachment(s) and provide the password to the recipient using different medium (text or voice), OR
- Encrypt the email Requires purchase of an email encryption tool, OR
- Use a secured site like Foster & Motley Client Vault (ask your Foster & Motley advisor for instructions)

Public Wi-Fi

- Public Wi-Fi is NOT secure
- Never enter login or pw when using public Wi-Fi unless using a VPN

Using Public Wi-Fi Securely

- Use a Password Manager and VPN connection
- Dashlane
- LastPass



Using Cloud Storage Securely Benefits & risks - security issues & choices

When and why is it OK to use cloud storage?

• When to consider cloud storage?

- Multi-location access Home and other locations
- Multi-device access (PC /laptop /iPhone /iPad)
- Critical need for availability (when my network or PC are down)
- Concerned about local PC backup
- Concerned about reliability Remove files from uncertain IT environment

• Which Vendor?

- Most of us: Microsoft OneDrive Business or Google Drive
- If you wish: Apple iCloud, Amazon Prime, Adobe, Dropbox, others

• Do I need to encrypt cloud files?

- Files with PII or PHI Strongly recommended
- If you store important documents in Cloud use a LONG complex (#!@%) password



Today's Summary File Protection Security Principles

Document Security Principles

- Encrypt files "at rest" that include protected information (SS#s, CC#s, DOBs, Account#s, DL#s)
- Encrypt files during transmission that contain PII or PHI

Use the Cloud securely

- Don't send, receive or ACCESS protected information on public Wi-Fi unless using a VPN
- Don't store protected information in the cloud unless the file is encrypted

Other Important Security Measures

- Backup Ensure current backup of all important documents
- Online Security Monitoring Inexpensive and worthwhile
- Security training for family members
- Don't have a common password If you do, CHANGE it





Summary - Essentials of Securing Personal Information

Secure your Desktops & Laptops

- Antivirus & Malware protection auto updated without manual intervention, daily vulnerability scanning
- Desktop Patch Management Security issues frequently related to un-updated software patches
- Wireless Security ensure latest encryption, control password access

Encrypt sensitive files

- Encrypt files "at rest" that include protected information (SS#s, CC#s, DOBs)
- Encrypt files with personal information during transmission

Backup on an automated schedule

• Don't let lack of knowledge or attention put you at risk. Use an encrypted backup as a ransomware protection.

Beware public Wi-Fi

• No passwords on Public Wi-Fi - If logging in with password , use a password manager or VPN tool, or use trusted app (Bank app)

Know if your PCs are safe

• Online security monitoring

Training - Encourage every family member to learn secure behavior

• Learn the essentials of safety using email and web browsing



Webinar Summary

Thank you for your attendance Thank you to our friends at Foster & Motley

Included Handouts

"IT Security – What each of us need to know" and "How to evaluate dangerous emails"

How can PBSI help you? - Concierge IT Security Services

Pricing below has been discounted by 25% for Foster & Motley clients

Security Risk Assessment and in-person security training – one-on-one, scheduled during daytime

Antivirus, Online Monitoring, Patch Management, Vulnerability Scans (up to 3 PCs/Macs)

Data Breach Risk Scanning (up to 3 PCs/Macs)

Online Backup with Ransomware protection (per PC)

KnowBe4 Security Training – Ongoing phishing tests and security training emails (up to 3 emails)

Cost for F&M Client

\$	325 one tim
\$	225 / yr
\$	75 / yr
\$	115 / yr
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\$ 225 / yr

Webinar Follow-up

- Call or email questions, or free quotation
- Speaker contact Ray Cool, CEO

Upcoming Webinars

- Securing Personal Information
- Email Security Practices
- File Encryption & Cloud Security
- Password Management & Public Wi-Fi

(513) 772-2255 (513) 924-3915

today's topic

available on Foster & Motley website

available on Foster & Motley website

Thursday, Jan 18, 2018 1:00

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