



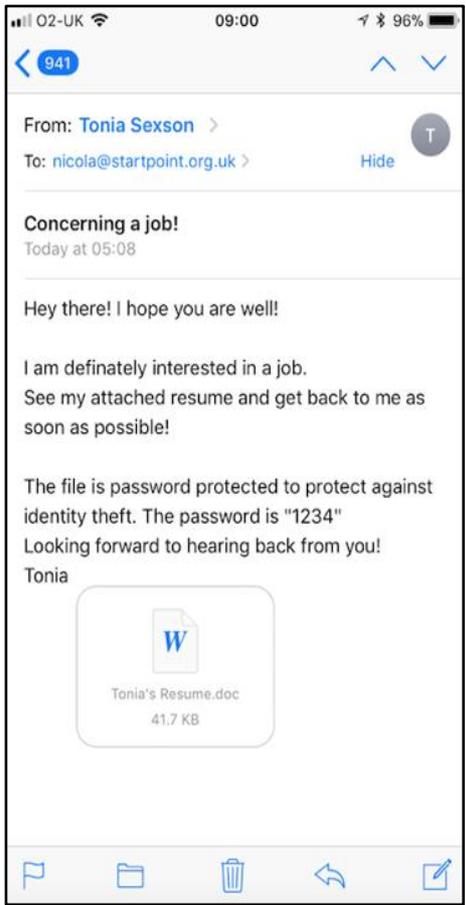
## Staying Safe With Email

First produced in May 2018

Emails Requesting You To Update Your Details		
1	<p>You may have noticed recently that you are receiving a number of emails asking you to update your details from various companies.</p> <p>From travel companies to charities, all organisations who store information about you (namely your email address, name and maybe phone number) should be asking you to confirm that you are still happy for them to contact you.</p> <p>This is because on 25<sup>th</sup> May 2018 a new regulation comes into force that will strengthen data protection for individuals called GDPR.</p> <p>If you wish to stay in contact with these companies, you should confirm your details and preferences with them. Most emails will give you clear instructions of how to do this.</p>	
Q1	Using your internet browser find out what GDPR stands for:	Answer:
2	<p>It is important that you stay safe when sharing your details online. Useful things to consider when actioning these emails are:</p> <ul style="list-style-type: none"> <li>• Do you recognise the company that has emailed you?</li> <li>• Do you want them to continue to email you?</li> </ul>	

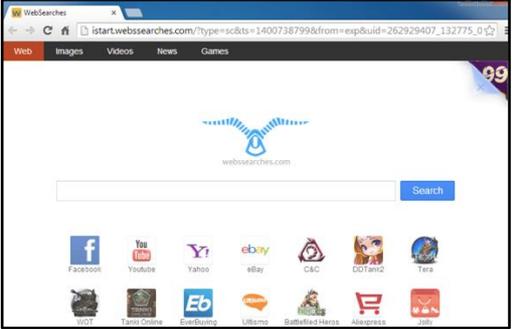
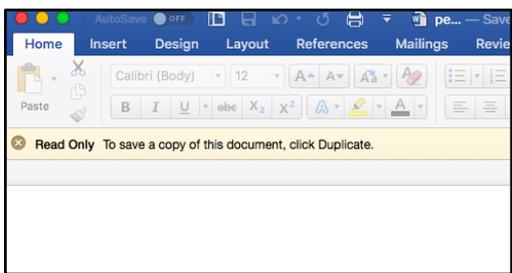




3	<p>Don't we already have data protection laws? Each member state in the EU operates under the current 1995 data protection regulation and has its own national laws. In the UK, the current Data Protection Act 1998 sets out how your personal information can be used by companies, government and other organisations.</p> <p>GDPR changes how personal data can be used. There are new rights for people to access the information companies hold about them, obligations for better data management for businesses, and a new regime of fines.</p>	
Q2	Using your internet browser find out if GDPR will become redundant when Britain leaves the European Union.	Answer:
<b>Spam Emails – A Reminder</b>		
4	<p>Separately to the GDPR emails that you may be receiving we wanted to remind you about spam emails. This week Nicola wrote a blog about an email she received. You can read the whole blog by going to <a href="http://www.startpoint.org.uk">www.startpoint.org.uk</a></p> <p>Looking at the email to the right there were a few things that stood out:</p> <ul style="list-style-type: none"> <li>• Firstly, I don't recognise the sender.</li> <li>• Secondly, I think putting an exclamation mark in the title of the email is a bit odd.</li> <li>• She also doesn't refer to me or our company by name.</li> <li>• Her language seems quite abrupt.</li> <li>• Her Word document is password protected.</li> <li>• The email was sent at 5.08 in the morning.</li> </ul>	





5	By clicking onto the <b>From:</b> name it shows you that Tonia Sexson’s email address <a href="mailto:023@tiranbro.com">023@tiranbro.com</a> This seems a bit of an odd email address.	
Q3	Using your internet browser search for the email address <a href="mailto:023@tiranbro.com">023@tiranbro.com</a>	Do the results give you any information as to whether this is a spam email?
6	<p>The purpose of this email is to try and get you to open the attached Word document. It is possible that there is a macro (automatic action) contained within it that will try and find any weaknesses in your version of Microsoft Word, should you have it on your machine.</p> <p>A while back there were viruses that would redirect your internet browser away from Google to something far more amateur and these viruses were carried through Word.</p>	
Q4	Using your internet browser search <b>What Is Google Redirection Virus?</b>	Name one way the virus could affect you?
7	Most software has introduced patches to stop viruses like this affecting your machines, but it isn’t stopping the emails. In addition, if you have the latest version of Microsoft Office – 365, your document is automatically opened in read only and the macro wouldn’t launch.	
8	<p>So, taking all the above into account what should you do when you get emails like this?</p> <p><b>Do you recognise the sender?</b> <b>Does it make sense that this person would send you this document?</b></p> <p>If no don’t open it and just delete. It is that simple to keep yourself safe.</p>	



