



यद्वाव को-ऑपरेटिव्ह बँक लिमिटेड, यद्वाव.

प्रधान कार्यालय : प्लॉट नं. १०२, पार्वती को-ऑप. इंडस्ट्रियल इस्टेट लि., शामराव पाटील यद्वावकर नगर, यद्वाव. ४१६ १४५
ता. शिरोळ, जि. कोल्हापूर. फोन : (०२३२२) २५२३०७, २५२३४६, २२५५०९, २२७७५९.
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Cyber Security Do's & Don'ts



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Cyber Security Do's & Don'ts

DO'S-

- Create strong passwords that are at least eight characters long, and including at least a numerical value and a symbol, such as #, to foil password-cracking software. Avoid common words, and never disclose a password online.
- Change your password every ninety days.
- Perform regular backups of important data.
- Create a password for your files in order to protect file sharing activities.
- Physically secure your laptop
- Delete any message that refers to groups or organizations that you are not a part of.
- Download and install software only from online sources you trust.
- Never click on a link from an untrusted source.
- Close windows containing pop-up ads or unexpected warnings by clicking on the “X” button in the upper most right hand corner of that window, not by clicking within the window.
- Use antivirus software, and update it on a regular basis to recognize the latest threats. Heed ITR security alerts to download antidotes for newly circulating viruses and worms.
- Regularly update your operating system, Web browser, and other major software, using the manufacturers’ update features, preferably using the auto update functionality.
- Set Windows or Mac updates to auto-download.– Save attachments to disk before opening them. McAfee “Auto-Protect” will automatically scan your attachments if you save them to disk.

DONT'S –

- Never write down your password. Especially on a Post-It note stuck to your computer!
- Never give out your password to anyone, whether you know them or not.
- Never select the “Remember My Password” option. Many applications do not store them securely.
- Never purchase anything promoted in a spam message. Even if the offer isn't a scam, you are only helping to finance and encourage spam.
- Please refrain from opening an e-mail attachment, even from someone you know well unless you were expecting it.
- Avoid creating common passwords such as your name, social security, UNI, etcetera.



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- Do not leave your laptop unattended, even for a few minutes.
- Never reply to e-mail(s) requesting financial or personal information.
- Avoid opening e-mail(s) or e-mail attachments from an unknown sender.
- Please refrain from clicking on the close button within pop-up ads.
- Under no circumstances should you install or use pirated copies of software.
- Do not install P2P file sharing programs which can illegally download copyrighted material.
- Never set your e-mail program to “auto-open” attachments.

Review of the Policy :

The policy shall be reviewed based on further regulatory guidelines and operational experience. Board of Directors has reserved the right to change/modify/ amend the provisions of the policy from time to time.

As approved by Board of Directors meeting vide resolution No. 18 dated 30/11/2024