



Information Protection and Security for General Computer Users

Course Duration:

7 Hours / 1 Day

1 IT Security Trends

- Recent security incidents
- Common security threats

2 IT Security Principles

- Basic concepts
- Best practice

3 Data Security

- Data classification in HKSARG
- Data backup & recovery
- Data and file encryption
- Information disposal
- Licensing
- Software Asset Management

4 Network Security

- General network protection
- Transmission of classified information
- Internet security
- Email security
- Spam mail handling
- Virus protection
- Mobile device security
- Remote / Home access to office network

5 Access Control Security

- Authentication and Identification
- Password Management

6 Physical Security

- Disposal of computer equipment

- Mobile Device protection
- 7 Hong Kong related ordinances**