



## Preventing Data Leakage (I) Course Overview

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#### Prerequisite:

A basic understanding of using PCs, a keyboard and a mouse, plus knowledge of MS Windows 98/XP/Vista is required.

#### Course Duration:

3.5 Hours / 0.5 Day

#### 1 IT Security Trends

- Recent Security incidents
- Common security threat

#### 2 IT Security Principles

- Basic Concepts
- What is Information Security?
- Importance of Information Security
- How to Achieve a Satisfied Level of Information Security?
- Roles and Responsibilities

#### 3 Secure your desktop PC to Prevent Data Leakage

- Basic Security Settings of a PC
- How to Avoid from Virus Attacks?
- How Can Antivirus Software Protect Your Computer?
- Backup and Restore
- Password Protection
- Protections of Data / Files

#### 4 Physical and Network Security

- Data Classification in HKSARG
- Physical Security
- Equipment Security

- Internet Security
- Best Practice on the use of Internet Services
- Email security
- Spam Mail Handling
- Play Chap7 Movie
- Play Chap8 Movie

#### 5 I.T. Security Resource

6 Specific Departmental Security Requirements (Optional) ~ 15 minutes