Cyber Security Training for SONL Clubs

What is Sensitive Information and How to Protect it

Some examples of sensitive information that we possess include financial information, identification, health information, and personal information that can be linked to the previous types of sensitive information.

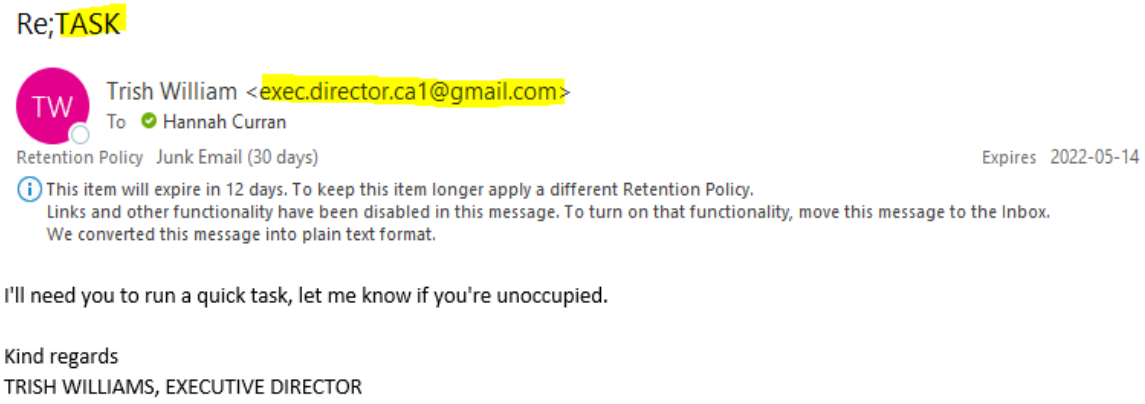
*In many of our roles we not only have to think about our own sensitive information and keeping it safe, but we are also responsible for protecting the sensitive information of others (i.e., Athletes and Volunteers) *

What is Social Engineering and How to Avoid Falling for it

Social engineering is a tool that hackers use to play on your emotions to get you to give up sensitive information. These individuals typically use things that will make you happy or upset to catch you off guard to get you to give them your information.

Technique 1: Taking a step back for a few seconds, this will help us not make any split-second decisions and clicking on something or providing information that could compromise us or those around us. In this time think to yourself, **does this sound too good to be true, or does this even make sense?**

Technique 2: If these cyber attacks come in the form of an email, we can hover our mouse over the sender to see where it came from. It is easy enough for a hacker to change their name on the email to sound like something legitimate, but upon further inspection it is possible to tell whether the email is coming from the person they are claiming to be.



Re;TASK

TW Trish William <exec.director.ca1@gmail.com>
To Hannah Curran
Retention Policy Junk Email (30 days) Expires 2022-05-14
This item will expire in 12 days. To keep this item longer apply a different Retention Policy.
Links and other functionality have been disabled in this message. To turn on that functionality, move this message to the Inbox.
We converted this message into plain text format.

I'll need you to run a quick task, let me know if you're unoccupied.

Kind regards
TRISH WILLIAMS, EXECUTIVE DIRECTOR

This is an example of someone trying to impersonate our Executive Director Trish Williams. Upon initial examination the name looks correct, however, when looking at the actual email used, we can see that it is not an official SONL email, and we can avoid proceeding with this email.

Suspicious Links and How to Avoid Them

Suspicious links are one of the most common ways a cyber attack can occur. Being able to identify a safe link from an unsafe link is the best way to avoid compromising your information or the information of those around us.

Identifying where a link takes you: The destination a link will take you can be found by reading everything before the first forward slash.

Safe link example: www.google.ca/c=19ejfo

Unsafe link example: www.google.ca-specialolympics.org-money/doafudjp?!

The first link is safe because we can see that it is going to be bringing us to google.ca which we know is a safe website

The second link looks safe at first glance because we see google.ca, but when we continue to look at everything before the first forward slash, we can see that it begins to look suspicious and therefore we should not proceed with this link

Effective Passwords

Having effective passwords is one of the most crucial factors for keeping you safe from possible cyber attacks. There are four tips to keep in mind for passwords and how to protect your information:

a. Changing them every few months is ideal.
b. Not using the same password for everything. If it gets cracked, then a hacker can get access to multiple sources of sensitive information.
c. Not saving passwords to your browser. It is more convenient to do so, but if there is a breach within the browser then your information could be compromised, or if your computer gets stolen it is much easier to access your information through it without password protection.
d. Referring to the table below when creating passwords. It is best to try and create them to fall into a green box (Include numbers, symbols, upper-and-lower case letters)

number of Characters	Numbers only	Upper or lower case letters	upper or lower case letters mixed	numbers, upper and lower case letters	numbers, upper and lower case letters, symbols
3	Instantly	Instantly	Instantly	Instantly	Instantly
4	Instantly	Instantly	Instantly	Instantly	Instantly
5	Instantly	Instantly	Instantly	3 secs	10 secs
6	Instantly	Instantly	8 secs	3 mins	13 mins
7	Instantly	Instantly	5 mins	3 hours	17 hours
8	Instantly	13 mins	3 hours	10 days	57 days
9	4 secs	6 hours	4 days	1 year	12 years
10	40 secs	6 days	169 days	106 years	928 years
11	6 mins	169 days	16 years	6k years	71k years
12	1 hour	12 years	600 years	108k years	5m years
13	11 hours	314 years	21k years	25m years	423m years
14	4 days	8k years	778k years	1bn years	5bn years
15	46 days	212k years	28m years	97bn years	2tn years
16	1 year	512m years	1bn years	6tn years	193tn years
17	12 years	143m years	36bn years	374tn years	14qd years
18	126 years	3bn years	1tn years	23qd years	1qt years

Video Resource for Cyber Security

Special Olympics Canada was provided a video on Cyber Security by an expert who writes for Forbes. This video touches on many of the examples provided in this document but goes into more details and provides real life examples of how data was and could be compromised.

https://youtu.be/Dxof2FITqo0

*The link is safe, the period in between the ‘u’ and the ‘b’ is due to the video being unlisted as it is not a video in which anyone can find on YouTube, but with the private link it is possible to view it. *

The video is also available through ‘SOLearn’ through staff training -> Cyber Security Awareness