



# Security Basics

## Quick Reference Guide

### Security Risks

Businesses worldwide are at risk for security breaches. While large, well-known companies seem like a likely target, small and medium-sized organizations and individuals are also at risk. There are many ways data can be compromised, including viruses, phishing scams, hardware and software vulnerabilities, and network security holes.

#### Did you know?



**11%** of U.S. adults have had personal information stolen



**1 in 5** people have had an email or social media account hacked



**98%** of software applications are vulnerable



Only **40%** of adults know how to protect themselves online

### Confidential Information

When dealing with security, confidentiality means private information is never viewed by unauthorized parties. Confidential information must only be accessible to those authorized to view the sensitive data. Confidential information includes:

#### Personal Information

- Social Security Number
- Home Address
- Salary History
- Performance Issues
- Credit Card Numbers

#### Corporate Information

- Processes
- Customer Lists
- Research and Development
- Business Strategies
- Objectives and Projections

### Firewalls



A firewall acts like a security guard and prevents unauthorized people or programs from accessing a network or computer from the internet. There are hardware-based firewalls, which create a protective barrier between internal networks and the outside world, and software firewalls, which are often part of your operating system.

### Passwords

The first line of defense in maintaining system security is using complex passwords. Use passwords that are at least 8 characters long and include a combination of numbers, upper and lowercase letters, and special characters. Hackers have tools that can break easy passwords in just a few minutes.

#### How Long Does it Take to Crack a Password?

There are 2 kinds of passwords:

#### Simple

Lowercase letters only

#### Complex

Upper & lowercase letters, numbers, & special characters

Complex passwords are  
**EXPONENTIALLY**  
More difficult to crack  
**Use them!**

Here's how long it takes to crack a password when it's simple vs. complex

Characters	Password	Time to crack
8	ghiouh ghiouH3l	4 hours, 7 min 6 months
9	houtheouh Houtheou12	4 days, 11 hours 1050 years
10	ghouh1hg gh34uhthl	112 days 1500 years
11	wopthiandhf wopth7nchl	8 years, 3 months 230,800 years
12	whthg1k0zq gh3hg5dnoj	210 years 18,368,300 years

Source: myweb.com

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