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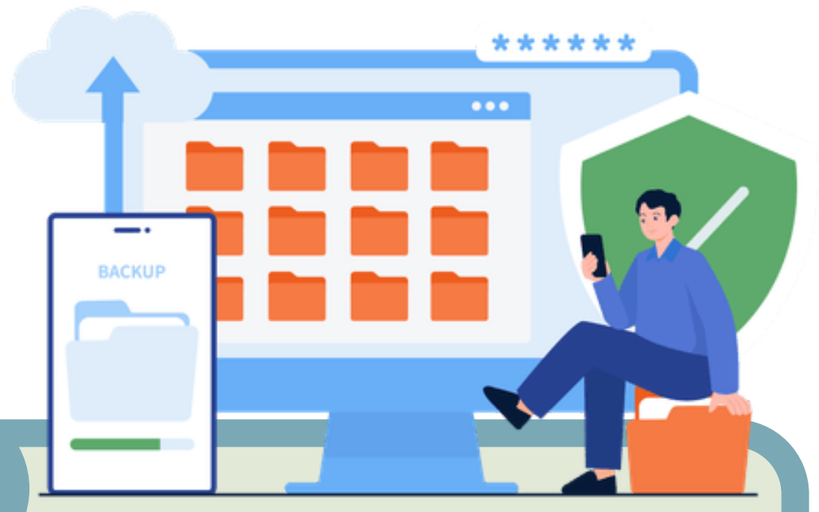
DATA

BACKUP



1 OFFLINE BACKUP

Maintain at least one offline backup (external drive or secure storage) for important files.

2 REGULAR BACKUP

Regularly backup important files and documents

3 PHYSICAL SECURITY

Ensure physical security: restrict access to backup devices and keep them logged

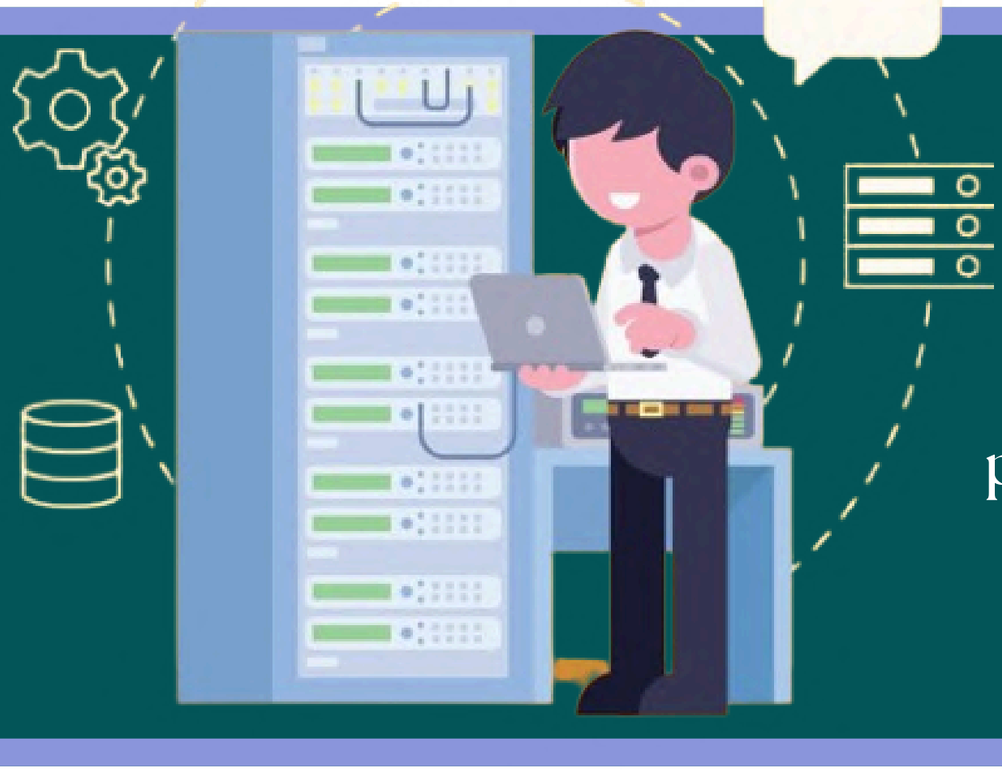
4 STAY ALERT

Don’t ignore alerts about failed or incomplete backups.

Don’t keep all your backups on one device or location.

5 ROUTINE

Automate backup schedules so you don’t miss them.



Don’t skip

reviewing backup procedures or fail to document your backup policy.

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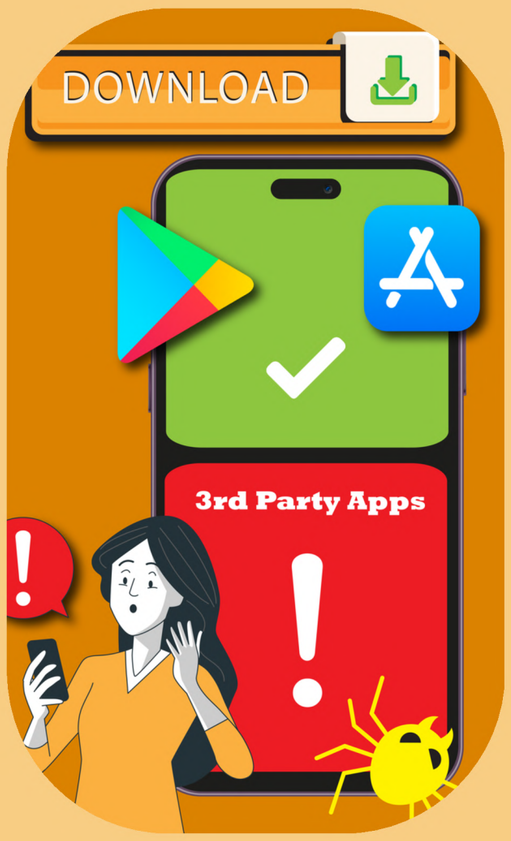
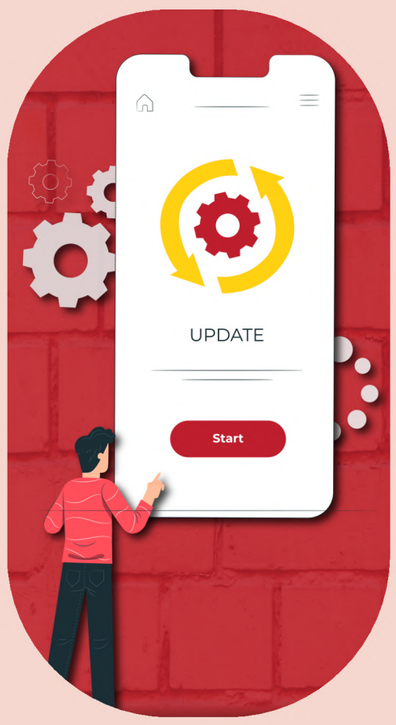
1 Regularly back up critical files to secure storage



2 Don’t ignore security warnings or update alerts.

3 Don’t connect unknown USB drives or external devices.

4 Use only the official institutional network for work access



5 Keep your Operating System always updated.

6 Don’t install unauthorized or pirated applications

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Think Before You Click

One wrong click can cost you your money, data — even your identity.

Verify the sender before clicking links or downloading attachments.

Use trusted websites and apps only.

Report suspicious messages to the IT team.

Cyber Security Awareness

Don't click unknown links in messages, emails, or pop-ups.

Never share OTPs, CVVs, or PINs — not even with someone claiming to be bank staff.

Don't share personal or financial info via unverified communication.

Don't believe threats like "your account will be frozen today" — real banks don't threaten you like this.

Avoid clicking on shortened links sent through SMS or WhatsApp.

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GENERAL CYBER SECURITY GUIDELINES

Passwords and privacy settings matter.

- Use complex passwords (8+ characters, with uppercase, lowercase, numbers & symbols)

UPDATE PASSWORDS

- Change passwords at least every 45 days

USE MULTI-FACTOR AUTHENTICATION

- Use multi-factor authentication wherever available

REDUNDANCY

- Don’t use the same password across sites

DON’T SAVE PASSWORD

- Don’t store passwords in browsers or unsecured files

📢 AIIMS Bhubaneswar – Cybersecurity Awareness Initiative