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Cell Phone Safety
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Device
Fundamentals

Device Fundamentals

- Devices are often the first — and weakest — link in protecting sensitive client information.
- Security doesn’t have to be complicated. It’s about putting up simple, smart roadblocks.

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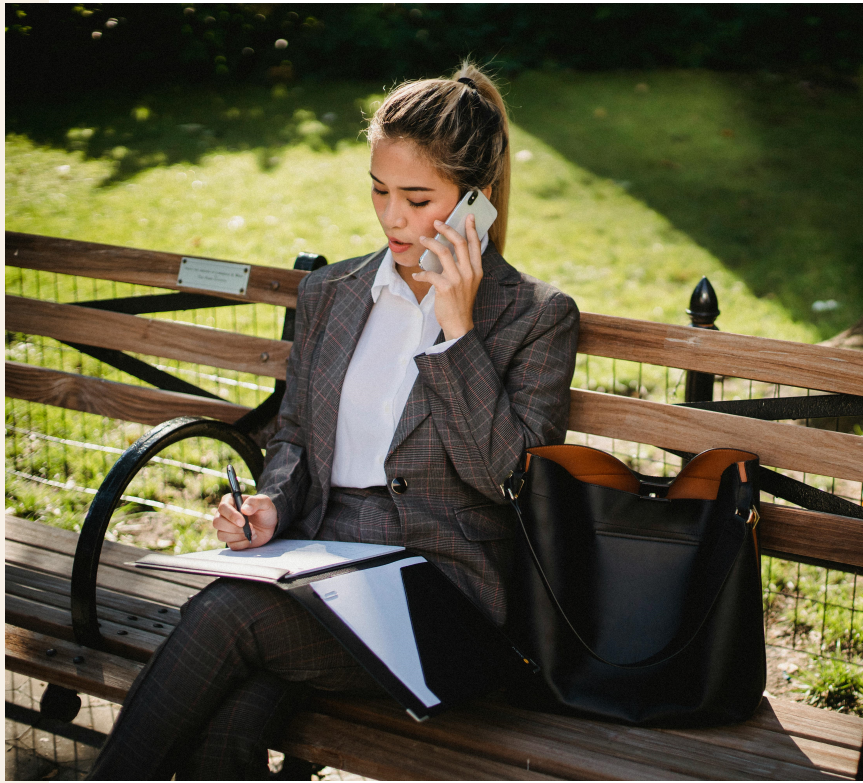
Best Practices

- **PINs/Biometrics**
  - Require a passcode or biometric (fingerprint/FaceID).
  - Avoid simple PINs (1234, birthdays, etc.).
  - Use biometrics for speed + security.
- **Auto-Lock**
  - Set devices to auto-lock after 5 minutes or less.
  - Prevents “desk theft” or “coffee shop snooping.”
- **OS Updates**
  - Updates patch vulnerabilities quickly exploited by attackers.
  - Encourage “Update Tonight” as a firm habit.
- **Full-Disk Encryption**
  - Laptops: BitLocker (Windows), FileVault (Mac).
  - Mobile: iOS and Android encrypt by default but confirm it’s enabled.
  - Encryption ensures stolen devices don’t mean stolen data.



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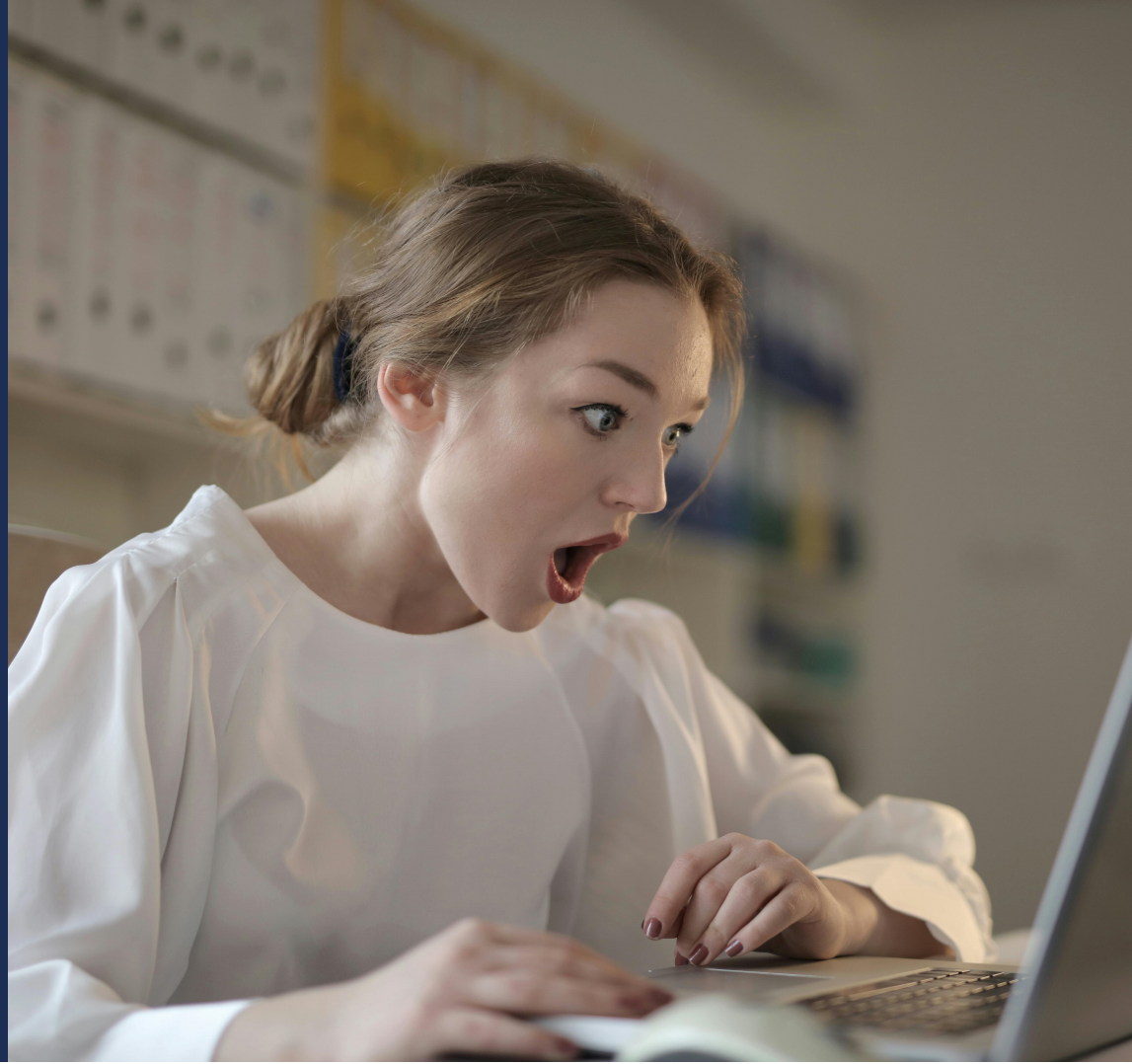
👉 Quick soundbite:

"A lost laptop should only be worth the cost of the hardware—not the value of your clients' data."



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Connectivity & Network Safety

Connectivity & Network Safety

- The internet is a public highway. Without guardrails, anyone can watch your traffic.
- A few small changes greatly reduce exposure

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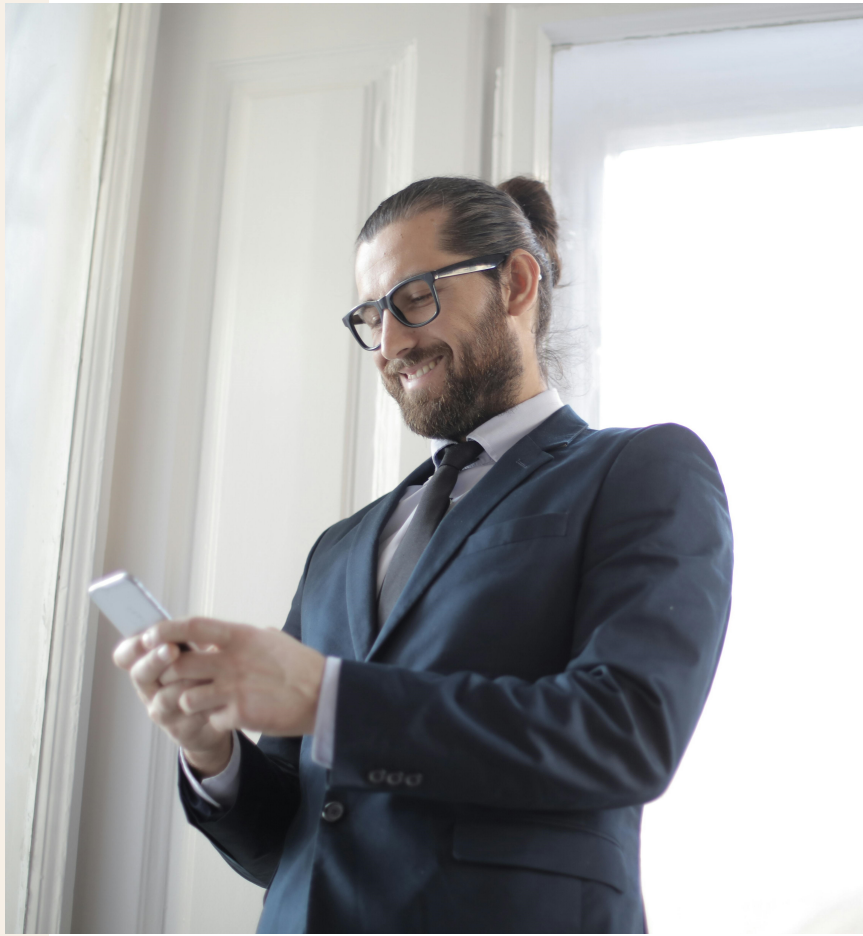
Best Practices

- **Secure Wi-Fi**
  - Use WPA2/WPA3 home/office networks with strong passwords.
  - Don’t share the main Wi-Fi password with guests; use a guest network.
- **Cellular vs Wi-Fi**
  - Prefer cellular data over public Wi-Fi when traveling.
  - Safer for email, client files, and case management access.
- **VPNs**
  - Always use a firm-approved VPN to encrypt traffic back to the office/cloud.
  - Think of it as your “secure tunnel” to the firm.
- **Hotspot Cautions**
  - Personal hotspots are safer than airport/hotel Wi-Fi—but:
    - Use a strong password for the hotspot.
    - Disable after use.
    - Watch for battery drain and auto-connecting devices.



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👉 Quick soundbite:

"If you wouldn't shout client secrets across a crowded coffee shop, don't send them over public Wi-Fi without a VPN."