



## Draft Note of Cyber Security Awareness

With reference to advisory received from SEBI regarding conducting Cyber Security Awareness Campaign among our employees, stake holders and investors.

We at Vardhaman Capital Pvt. Ltd. worked on the resource material in co-ordination with M/s Odyssey Computer Pvt. Ltd. (a hardware and software service provider) and drafted a concept note with key pointers which need to be remember and implemented by us all in our day to day work.

It is important for safety and security of our data, hardware and software for providing uninterrupted services in financial world.

## Best Practices for users to stay protected in digital age from cyber threats

### Do's

1. Backup your data regularly - Only your backup can save you
2. Regularly change passwords – Fortnightly / Monthly / Quarterly
3. Ensure that your system has an active antivirus which is getting updated daily
4. Use strong passwords which are a combination of upper case, lower case, numbers and special characters
5. Immediately report any suspicious activity/event on your system to your IT administrator
6. Use firewall to only permit network traffic that is appropriate to the needs of the business or organization.
7. Enable two factor authentication (2FA) wherever possible
8. Use VPN wherever possible
9. Carefully allocate administrative privileges to users and should only be done on need basis
10. While working from home on personal device, please ensure that you are using a private internet connection and a protected PC with necessary antivirus tools.



# Vardhaman Capital Private Limited

Members : **NSE & BSE** • DEPOSITORY PARTICIPANT : **NSDL** • SEBI Regd. No.: **INZ000204533**



## Don't's

1. Don't click on advertisements while browsing
2. Don't browse unrecognized/untrusted websites
3. Don't click on hyperlinks in emails received from unrecognised sources
4. Don't set easy password that are guessable
5. Don't store all passwords in excel files in your system
6. Don't install any untrusted/unrecognized application in your PC
7. Don't plug any unrecognised/untrusted USB storage device to your PC
8. Don't save sensitive information (credit card info, personally identifiable information) on your PC
9. Don't use any unlicensed software

Hackers/viruses/malware don't attack the IT department/infrastructure by brute force; they enter through the vulnerabilities/weak links within the organisation. Staying protected is a collective effort and all must contribute.

We are disseminating this information in the form of newsletter for people associated with M/s Vardhaman Capital Pvt.Ltd. a SEBI registered entity in any capacity.

We trust this information will benefit us all.