

# Protect yourself from 'phishing'

Be more aware of ways hackers and scammers try to gain access to data by email, text, phone, WhatsApp etc.

NOTE: The world of spam emails and in particular email phishing is constantly evolving, but it's better for us to offer some advice rather than none.

## What is phishing?

The practice of sending fraudulent communications that appear to come from a legitimate and reputable source, usually through email and text messaging. The attacker's goal is usually to:

- gain access to your email address and password.
- to install malware on your phone/computer.
- to steal sensitive data from you or your organisation.
- gain your bank or card details to be able to steal money.

## How to protect yourself from phishing

If you come across better video or written guides than we have here, please [contact the Digital team](#) with your suggestions.

- [Spotting dodgy 'domains'](#)
- [Way to help you decide if an email is genuine](#)

## How to Recognize a Spam & Phishing Emails

1. Examine the Sender's Email Address:

*Spammers often use:* Strange, misspelled, or unfamiliar email addresses. They might also spoof addresses to appear legitimate.

*Legitimate addresses:* Typically use the company's domain after the "@" symbol (e.g. info@example.com). A spammer might use info@exampie.com or info@example.co

## 2. Review the Subject Line:

*Spam subject lines:* Often use excessive capitalization, promise unrealistic offers, or create a sense of urgency.

*Be wary of:* Subject lines that are too vague or seem overly promotional. Examples include "Urgent! Update your information", "Get paid today!" or "Don't delete! You won a prize!".

## 3. Check for Errors in Content:

*Grammatical and spelling errors:* These are common in spam emails, especially those sent from non-native English speakers.

*Generic content:* Spam often uses broad, impersonal language and lacks specific details.

## 4. Look for Suspicious Links:

*Hover over links:* Before clicking, hover your cursor over the link to see the actual destination address. Be cautious if it's different from what you expect.

*Avoid unknown links:* Don't click on links from unknown or untrusted senders. Unusual requests for financial transactions, login details and requests to install software should be approached with extreme caution.

## 5. Requests for Personal Information:

Legitimate companies will not ask for your personal information, such as passwords, credit card details, or Social Security numbers, via email.

## 6. Be Wary of Attachments:

*Unknown attachments:* Avoid opening attachments from unknown sources, especially if they are unfamiliar file types like .HTM, .HTML, .EXE, or .PDF.

## 7. Offers That Seem Too Good to Be True:

Be wary of offers that sound too good to be true, as they are often used to lure you into a phishing scam.

## 8. Contact the Organization Directly (If Needed):

If you're unsure about a legitimate message, contact the organization directly via their official website or known contact information.

*Don't respond to the email:* If you suspect it's a scam, don't reply or click on any links.

---