Answer the following questions and check your answers. You’ll get one point for every correct answer. Are you a real Sam Safe or is there still room for improvement? Check it!

1. You receive an email from your manager asking you to pay an invoice for €250. You often get these kinds of requests and you are authorised to process invoices. What do you do?
   A. You’re used to these emails and you trust your colleague, so you pay the invoice.
   B. You delete the mail because payment of invoices is never requested via the mail.
   C. Before making the payment, you check with your manager whether it’s right that you have received this request.

2. What is not a sign of a possible phishing mail?
   A. A mail asking for urgent action.
   B. A work mail sent from Gmail or Outlook.
   C. A mail without a signature.

3. When do you not need to lock your screen?
   A. When you are working at home and just move away to quickly fetch a coffee.
   B. When you are working in a café and leave briefly to go the bathroom.
   C. When a colleague sits beside you to ask a couple of questions.
   D. When you are working in the office and take a break.

4. You accidentally click on a link that you don’t trust. What should you do?
   A. You first let your manager know.
   B. You notify the ISSC Helpdesk as quickly as possible.
   C. You delete the link from your browser history.

5. Statement: It is always safe to scan a QR code
   A. Correct, because you only scan the link, and don’t directly download any malware.
   B. Correct, if the QR code has come from a trustworthy party.
   C. Wrong: a QR code can be insecure if you don’t check the URL before you click.
   D. Wrong: a QR code always contains malware.

6. When is a tool safe to use within Leiden University?
   A. If it is offered via the App Store or Play Store, not from an unknown website.
   B. If it is mentioned in our tool picker and is offered via the App Store or Play Store.
   C. If it is included in the tool picker or has been approved by your Local Information Security Officer (LISO) or Local Privacy Coordinator (LPC).

7. When should you report something to the ISSC Helpdesk?
   A. Only if you know for sure that you are dealing with an incident.
   B. In the event of a security incident where there is a risk to the security of Leiden University.
   C. For all security and privacy incidents, even if you aren’t sure about the nature and extent of the incident.
   D. Only if you are directly involved in the security or privacy incident.
8. Which of the following tools may you not use for your work for Leiden University?
   A. Your ULCN Microsoft Outlook account
   B. Gmail
   C. Microsoft Teams

9. Which of the following situations count as a data leak?
   A. At the coffee machine, you share with your colleagues what you and your partner did at the weekend.
   B. You receive an email with personal details of a student, which is not intended for you.
   C. You process personal data for your work in a dedicated system.

10. A colleague is curious and asks you to share their niece’s grades. What do you do?
    A. You look the grades up and share them orally with your colleague. They are from the same family after all.
    B. You send the grade list to your colleague by secure mail. They are from the same family, but it is still important to share the information securely.
    C. You inform your colleague that sharing student grades is not permitted, even with good intentions.

Answer key
1C, 2C, 3C, 4B, 5C, 6C, 7C, 8B, 9B, 10C

9-10 points: Well done! You work as safely as Sam Safe. Want to know how you can do even better? Then visit the website.

7-8 points: You’re doing well, and with a few minor tips you’ll be working just as securely as Sam Safe. Take a look at the website and, who knows, you may learn something new.

6 points: You’ve got the basics, and with some small steps you, too, will be an expert. Take a look at our website.

Fewer than 6 points: Oops, there's room for improvement. With a few small steps you can work a lot more securely. Take a look at our website and think about following a course.

Check the website for more information: universiteitleiden.nl/en/checkit