



CHECK IT ✓ **HOW SECURITY SMART ARE YOU?**

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.

**Check your answers
to see if you are a
Sam Safe!**



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.



**Universiteit
Leiden**

**Check the website for more information:
universiteit.leiden.nl/en/checkit**