



Cybersecurity Readiness and Response Advisory

Dear Member,

1. In view of the rising number of cybersecurity incidents, lawyers and law practices may wish to look into the following cybersecurity procedures and practices:
 - a. Ensure that all the computers and mobile devices used to access the law practice's data have up-to-date antivirus software.
 - b. If you suspect that your userid and password have been compromised, you should change them immediately. When changing your password, we recommend that the new password not be based on personal data (Eg: NRIC, date of birth, address, telephone number and the like) as such information is vulnerable to exploitation.
 - c. A suggested good password should consist of between 6 and 12 strings of characters with a combination of alphabets, numbers and unique characters. An example of a good password is: **Hero2578#%X**
 - d. If your law practice uses Google Mail or Microsoft Office 365 e-mail service, any practice management system software or any cloud services, and you can access such e-mails or services when you are away from your office or remotely, it is recommended that you 'switch on' the 2-factor authentication that is available for that service to increase the security of the account. As each service has its own procedures, please consult the relevant website or your service provider on this matter.
 - e. Where possible, avoid using 'free' and/or unknown wireless services ('hotspots') to access your law practice's e-mail service or management system. Always use your mobile data service as far as possible. Alternatively, consider using a virtual private network ('VPN') which will encrypt any traffic through the hotspots. Where such alternatives are not feasible, please download what you need in your devices and read it offline.
 - f. If you operate your own server on your premises, you may wish to consult your service provider on the security of your law practice's data.
 - g. If you (or any staff of your law practice) receive any suspicious e-mails purportedly from a client or another law practice, please verify the identity of the sender. You can do so either by: (i) calling them by telephone or (ii) checking

their actual e-mail address (or the return e-mail address) to ensure that it came from the right person. Do not merely rely on the displayed name of the e-mail address. Do not click on suspicious attachments.

- h. Do not click on unrecognised links. At first glance the links may appear perfectly legitimate. You can see and verify the actual link when you hover the mouse over the links embedded in the body of the e-mail. If the displayed link address and the actual link address are different, do not click on the link.
 - i. Another red flag of a possible cybersecurity breach is small but frequent deductions made from your bank account to persons not known to you. You should call your bank immediately to stop all further deductions.
2. The procedures and practices listed in this advisory are equally applicable to the lawyers' personal devices (like mobile phones) used to access e-mails and other applications used by their law practices.
 3. This advisory only contains brief information of what you and your law practice can immediately do if you are a victim of a cybercrime. A detailed guidance note will be issued in the near future by the Law Society to assist law practices with their cybersecurity concerns.
 4. You may also wish to refer to the [advisory issued by the Cyber Security Agency of Singapore](#) as well as [that issued by the Personal Data Protection Commission](#) on securing your data.
 5. Please call the Society at 6538 2500 (please ask for IT Department) if you require further information.

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