

COURSE OVERVIEW

# Safe File Sharing

TICDS-102



In today's digital world, sharing files (whether documents, photos, videos, apps, or other media) is second nature. From smartphones and computers to social media platforms, it has become a daily habit for millions. Yet few users stop to consider the risks.

This short course is designed for all personal and business users of digital devices and platforms. It explores the hidden dangers of file sharing and app downloads, equipping learners with practical strategies to protect their data and devices.

### **Module 1: Safe File Sharing**

Downloading apps and sharing files without proper precautions can expose users to malware, data breaches, and unauthorised access to personal or business information.

- Why file sharing is a necessary process
- The benefits of file sharing
- Potential risks when file sharing or downloading an app

### **Module 2: Secure File Sharing**

In this module, you will learn about the risks associated with file sharing and downloading Apps. And the precautions to take to ensure that the process is secure.

- Tips for secure file sharing
- Options that are available for file sharing
- Why you should be aware of permission changes

**Suitable for:**

All employees who handle, access, or manage personal data primarily in roles where data protection is critical to legal compliance and public trust.

**Skills achieved:**

- Data Security (Basic)
- Safe File Sharing (Basic)

**Related Resources:**

- Information Security Breach Assessment
- ISO 27001 Gap Analysis
- IT Services Questionnaire
- PCI DSS Gap Analysis
- IT Audit
- PCI DSS Audit
- Data Policy Agreement Checklist

**Benefits:**

The Delegate will receive a Total Quality Assured (TQA) certificate of achievement upon successful completion.

**Estimated Time:**

30 Minutes

**Related Courses:**

- Essentials of GDPR
- Personal Identifiable Information
- Are you the target?
- Data Protection
- Essentials of Cyber Security
- Protecting Information
- Information Security
- Insider Threat Awareness
- Essentials of Payment Card Security