
VIA LEGALIS

PERSONAL LEGAL CONSULTANCY

VIA LEGALIS CYBER SECURITY GUIDANCE

General

1. Please be vigilant in relation to all forms of cyber crime in general (e.g. impersonation, phishing etc.). The methods and tools used by cyber criminals to commit a fraud can be extremely sophisticated and very difficult to spot.
2. Via Legalis (“VL”) will aim to have appropriate arrangements and measures in place in order to safeguard your electronic and hard copy information, documents and communications.
3. At your end, you should, at all times, be very careful and suspicious of any communications or requests that seem in any way unusual or strange, no matter how legitimate or genuine their form and format appear.
4. In particular, if you are ever asked by any third party (even if, purportedly, by VL) to provide any bank details or carry out any financial transaction (including payment of VL’s fees) in a way that is different to the usual practice or in the circumstances where it appears strange, please **never** take any such action before contacting VL and verifying the genuineness of the request.

Emails

5. If ever in doubt or suspicious when receiving or responding to an email, please always carefully double check the actual full email address showing in the “from” field of that email, regardless of whose name the email appears under.
6. A fraudulent email will often be evident from its email address, although, at times, the difference can be very subtle e.g. one letter changed in the name or a different domain ending e.g. “com” instead of “.co.uk”.
7. To avoid being infected with malware, never respond to, open any links or attachments or download any files in emails that appear suspicious.

Phone

Via Legalis is a recognised sole practice authorised and regulated by the Solicitors Regulation Authority under number 656282. It is the trading name of Lev Klyuvgant with business address at 18 Fitzhardinge street, London, W1H 6EQ | solutions@vialegalis.co.uk

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8. The same considerations as described above in relation to emails also apply to telephone calls.
9. Be particularly suspicious of any calls that purport to be from a trusted organisation (e.g. a bank, the police, a law firm or accountant etc.) requesting you to make a financial transaction or to confirm/provide any bank details.
10. Be also aware of any callers who try to create a sense of urgency for the actions they request of you and claim that something bad will happen if you don't do as they ask. It is a very common tactic used by criminals.

Additional Information

11. You can find further detailed guidance on cyber crime and steps that can be taken to reduce the risk of it occurring to you here:
 1. <https://www.cyberaware.gov.uk>
for general guidance
 2. <https://www.sra.org.uk/consumers/scam-alerts/scam-alerts.page>
for guidance in relation to the legal sector
12. Please feel free to contact VL if you have any questions or concerns or wish to discuss anything further on cyber security.

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