

# IT-Sicherheit im Arbeitsalltag

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## IT-Security in everyday working life

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Berlin, den 18.11.2025

Warum IT-Sicherheit  
wichtig ist

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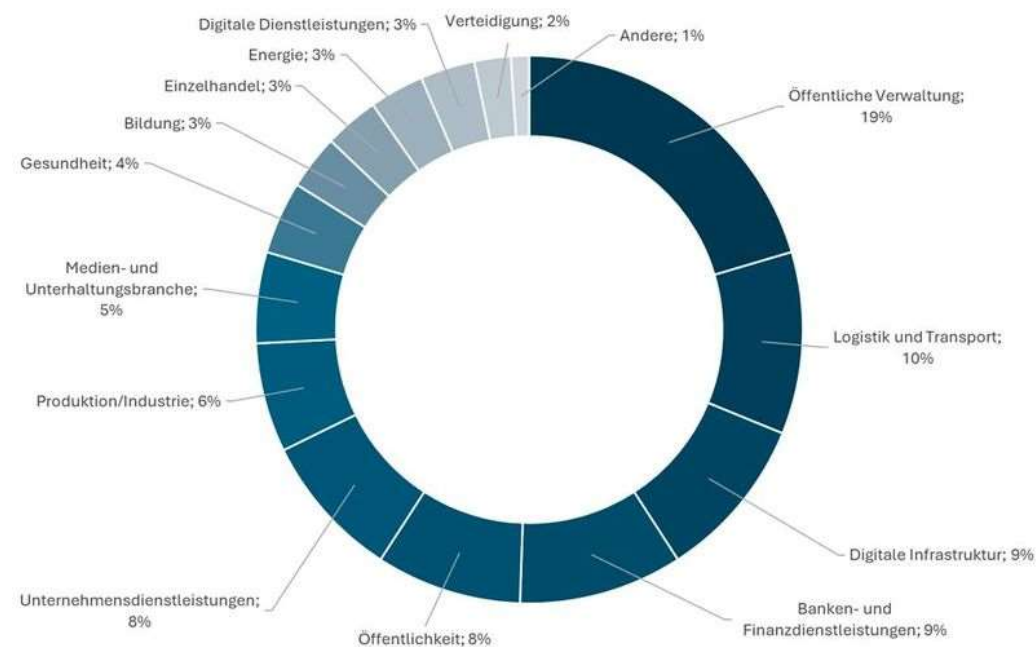
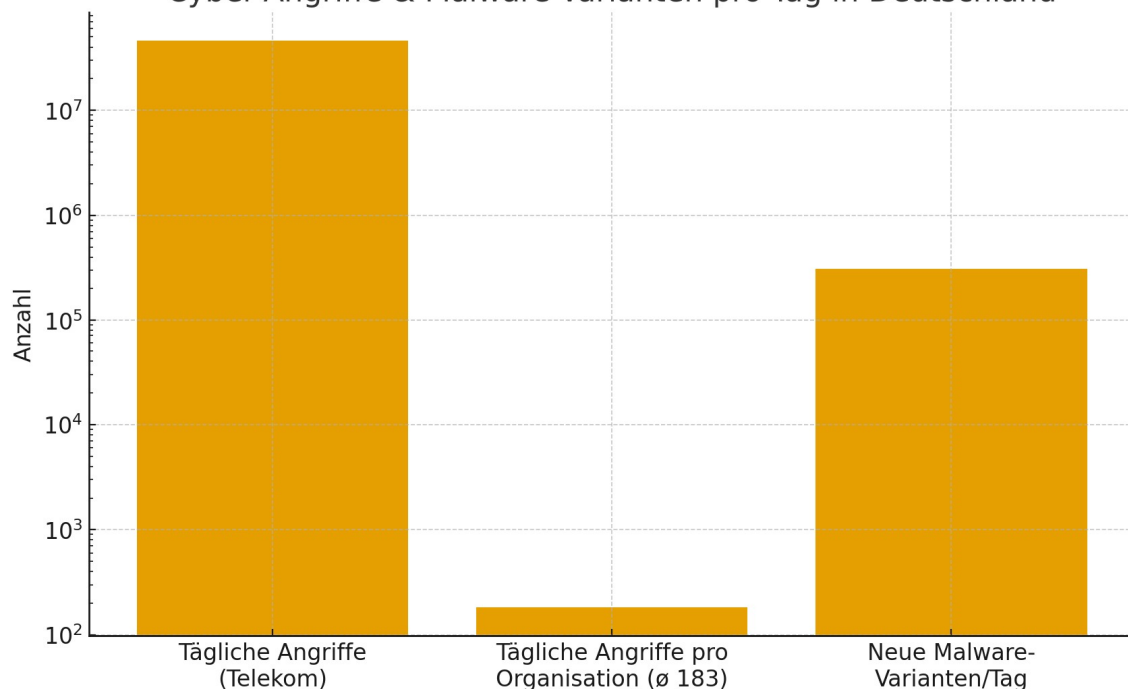
Why IT security is  
important



# Tägliche Cyberangriffe in Deutschland

## Daily cyberattacks in Germany

Cyber-Angriffe & Malware-Varianten pro Tag in Deutschland



IT-Sicherheitsvorfälle in der EU nach Sektor, gemäß IT-Lagebericht des BSI 2024.

**Passwörter sicher  
verwenden**

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**Using passwords  
securely**

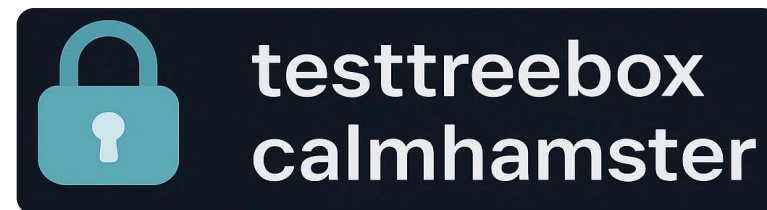


## Welches Passwort ist sicherer?

### Which password is more secure?



VS



- Keine Weitergabe von Passwörtern
- No sharing of credentials
- Komplexe Passwörter verwenden
- Use complex passwords
- Mind. 12 Zeichen + Sonderzeichen
- At least 12 chars + special characters
- Keine einheitlichen Passwörter nutzen
- Do not use identical passwords

Length

&gt;

Complexity

Arbeitsplatz-  
sicherheit

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Workplace  
security





DRFZ



Windows + L

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Control  
+  
Command  
+  
Q



**Externe  
Datenträger**

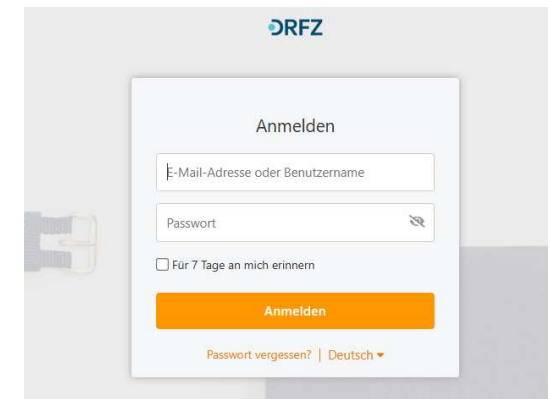
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**External storage  
devices**





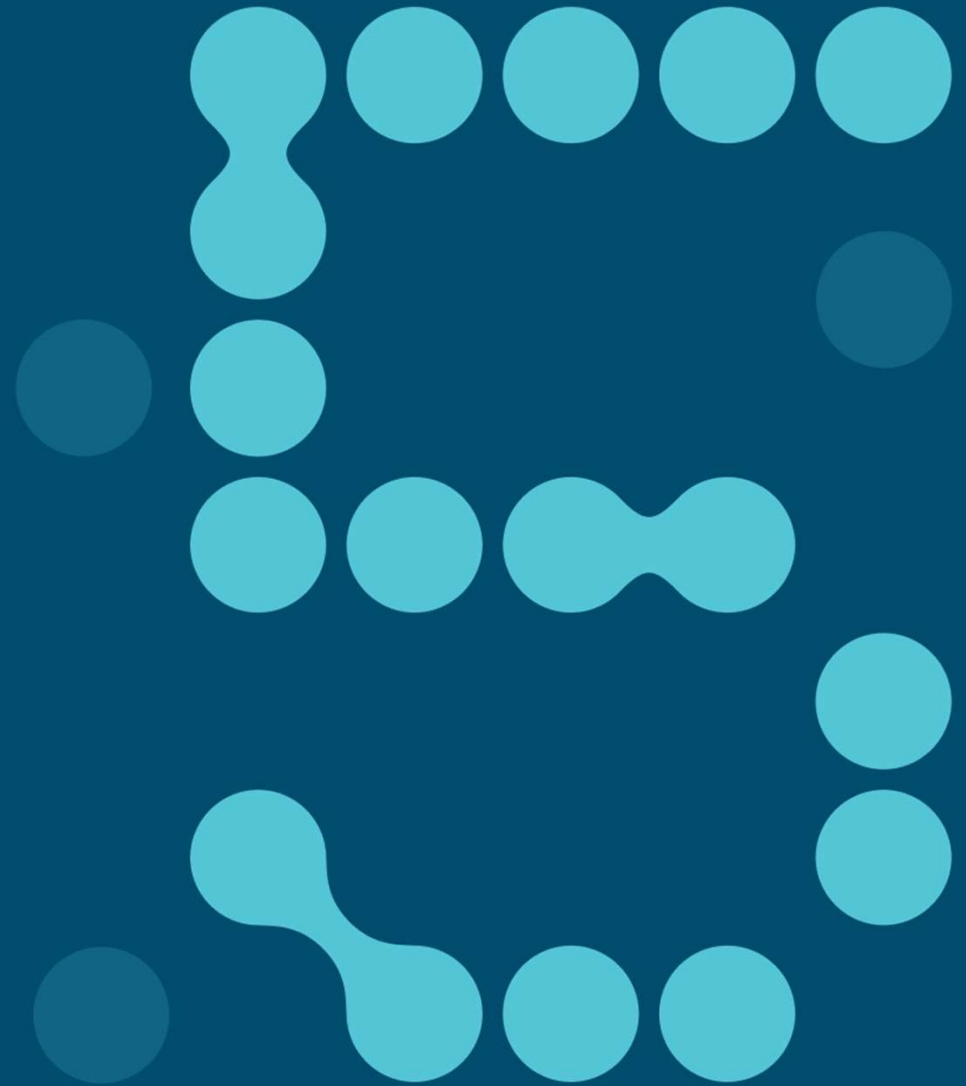
- Keine privaten USB-Sticks oder externen Medien
  - No private USB-sticks or external devices
  - Gefahr durch Malware und Datenabfluss
  - Danger from malware and data leakage
- 
- ✓ Internen Seafile nutzen
  - ✓ Use internal Seafile

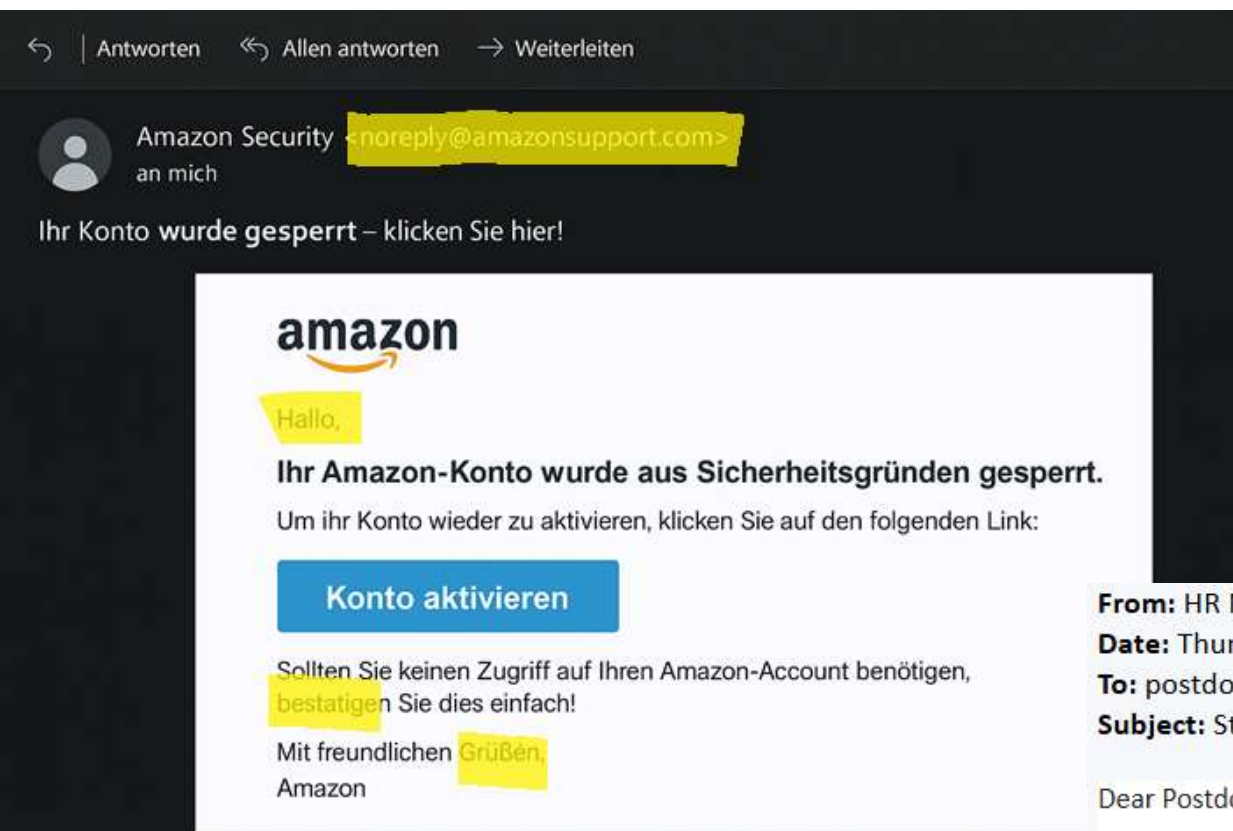


Phishing-Mails  
erkennen

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Recognizing phishing  
mails





- Check sender address
- (Im)personal form of address
- Spelling mistakes

**From:** HR Manager Drfz <hr.admin\_drfz@ghrc-bk.org>  
**Date:** Thursday, 30. October 2025 at 14:09  
**To:** postdoc-reps <postdoc-reps@drfz.de>  
**Subject:** Staff Performance Appraisals, Oct'2025

Dear Postdoc-Reps,

Please find attached the Employee Performance Report for October 2025.

[staff.drfz.de/employees-record/sep-appraisal](http://staff.drfz.de/employees-record/sep-appraisal)

**Note:** Employees highlighted in **green** have met the criteria for the annual performance bonus.

Your attention and action will be highly appreciated.

Best regards,

HR & Admin Manager | Headquarters

E-mail: [hr.manager@drfz.de](mailto:hr.manager@drfz.de)

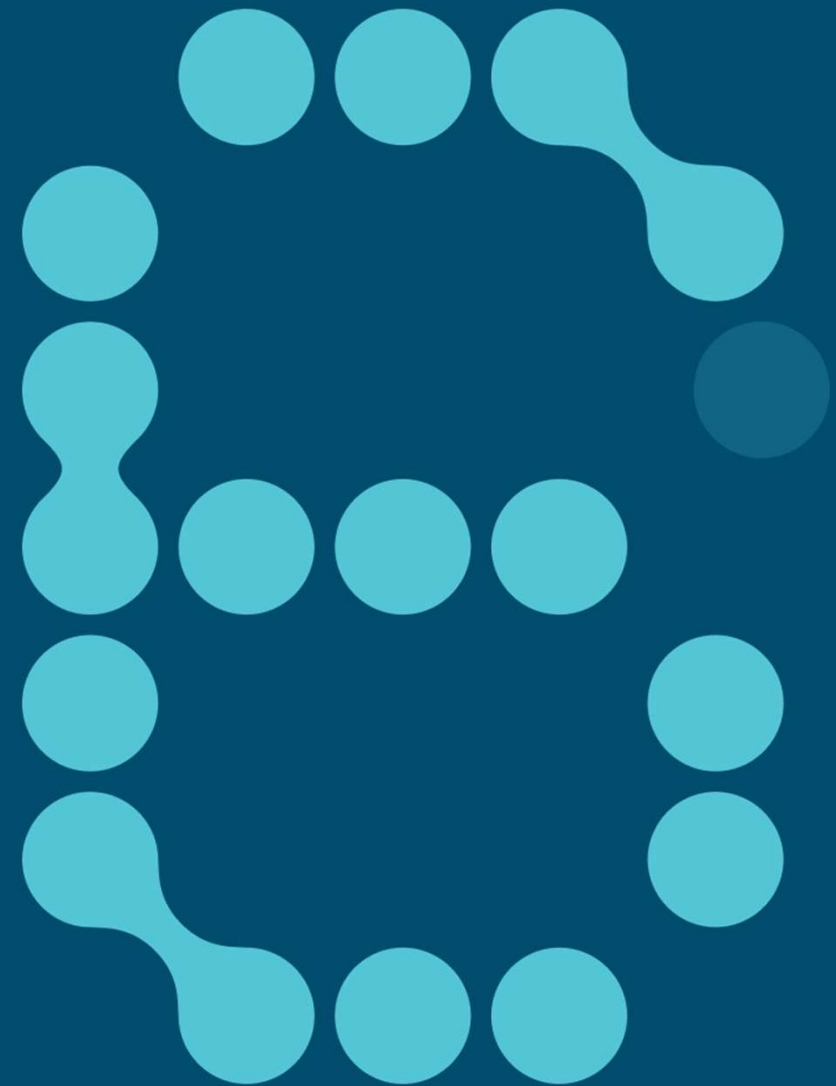
Web:- [www.drfz.de](http://www.drfz.de)

- Absender-Adresse überprüfen
- (Un-)Persönliche Anrede
- Rechtschreibfehler

# Sicherer Umgang mit E-Mails

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Safe handling of  
emails



## Sicherer Umgang mit E-Mails



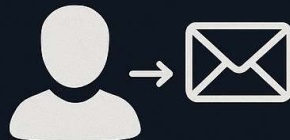
Keine unbekannten  
Anhänge öffnen



Keine vertraulichen Daten  
per E-Mail versenden



Auf Schreibfehler und  
unübliche Formulierungen  
achten



Verdächtige E-Mails an  
IT-Abteilung weiterleiten

## Safe Handling of E-Mails



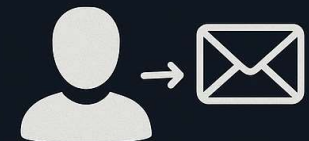
Don't open attachments  
from unknown senders



Don't email  
sensitive data

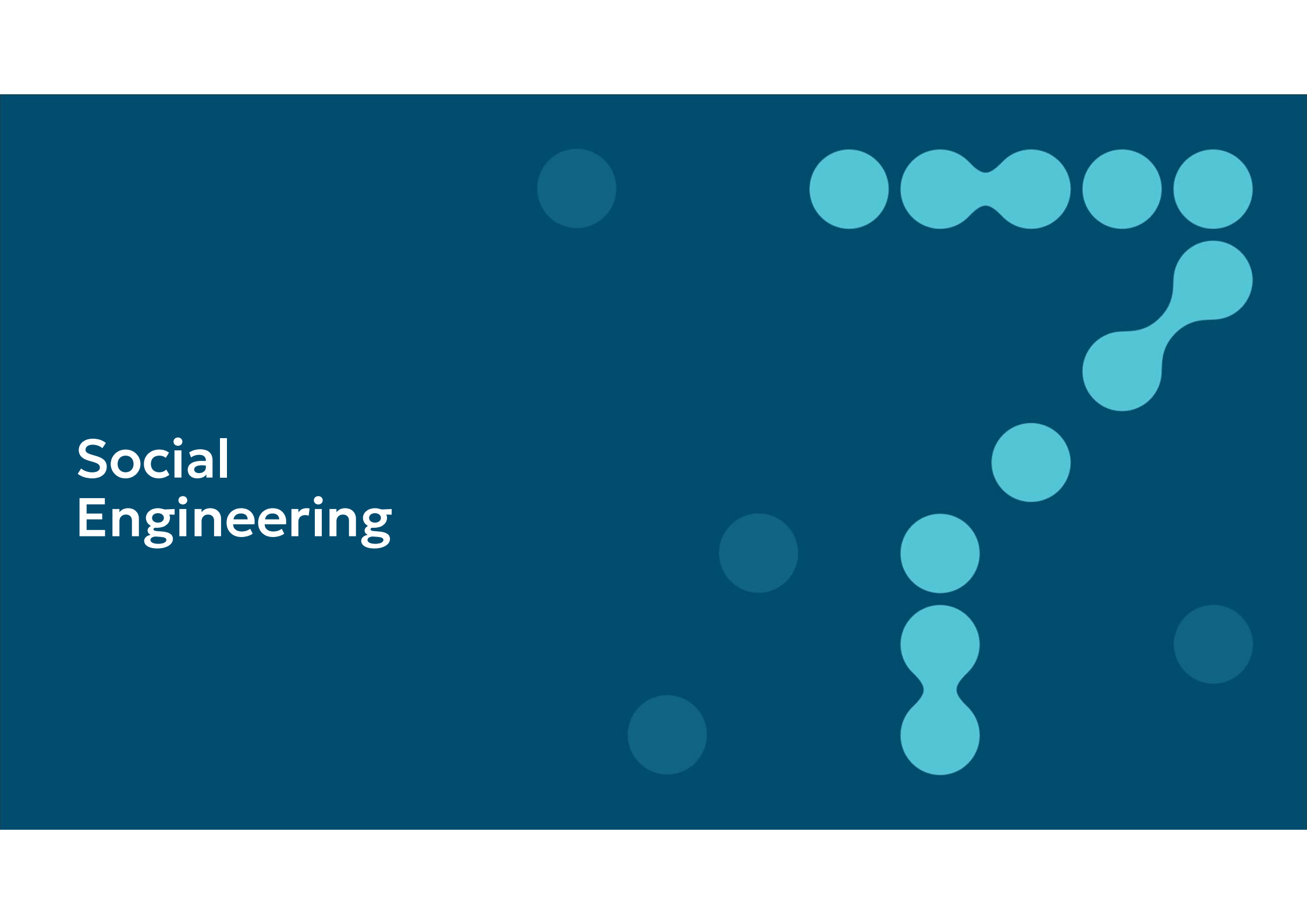


Check for spelling or  
grammar mistakes



Report suspicious emails  
to the IT department

# Social Engineering

An abstract graphic on a dark blue background. It features several light blue circles of varying sizes. Some circles are connected by thin, organic, light blue lines, creating a network-like structure. The circles are scattered across the right half of the image, with a few isolated circles on the left.





- Manipulation durch menschl. Verhalten
- Manipulation through human behavior
- Beispiel: Anruf ,von IT-Support' mit PW-Frage
- Example: Call ,from IT Support' asking for password
- Merke: IT würde nie nach Passwort fragen
- Note: IT would never ask for passwords

# Updates & Software





## DRFZ-Equipment Private(s) Equipment

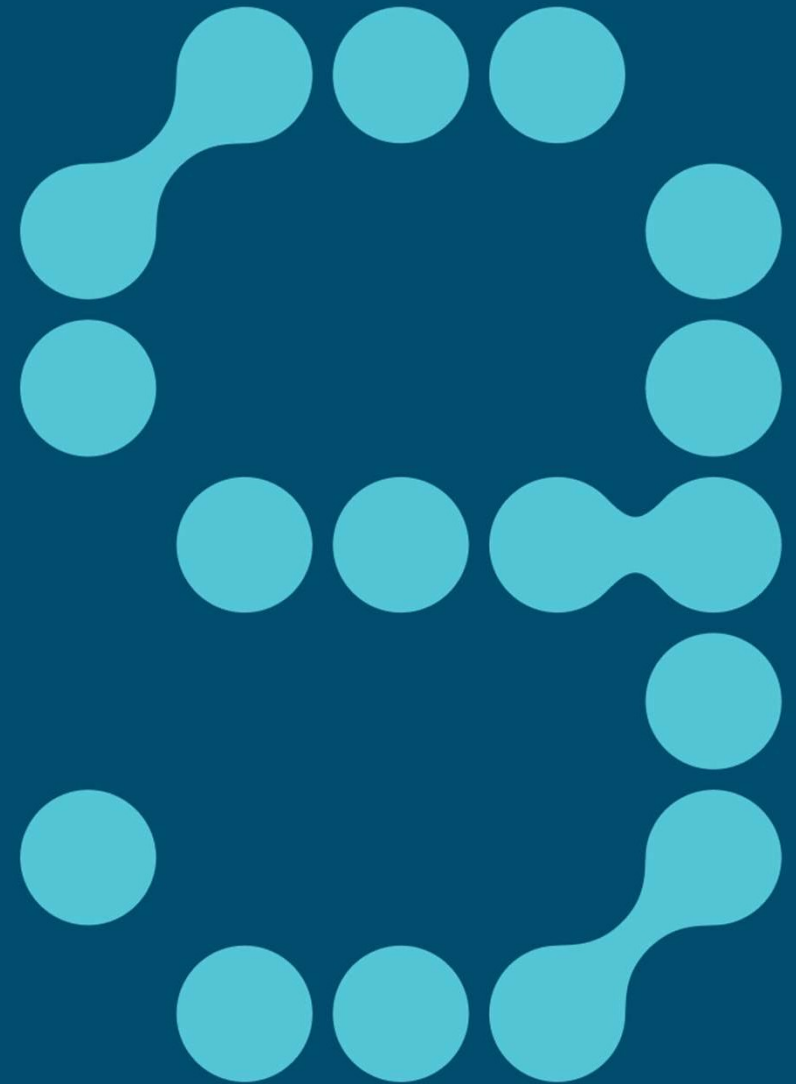
- DRFZ-Inventar regelmäßig zur IT
- DRFZ inventory regularly to IT
- System-Updates installieren
- Install system updates
- Software aus seriösen Quellen
- Use reputable software
- (Automatische Updates)
- (Automatic updates)



**Kontakt zu IT-  
Sicherheit / Helpdesk**

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**Contact to IT  
Security / Helpdesk**



## DRFZ – IT

**Antje Klauß, Falk Neumann &  
Christopher Lehmann**

[it-helpdesk@drfz.de](mailto:it-helpdesk@drfz.de)