



Uttaran

Digital guideline or cyber security guideline

Community Mobilization

Poverty Eradication

Environmental Justice

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1. Introduction

Uttaran is one of the largest private development organizations in the south-western region of Bangladesh. Uttaran now deals a varied number of projects, including improving the rights of life and livelihoods of the poor people, protecting human rights, women empowerment, access of the landless on government lands and public service, water management and protecting river navigability, providing legal support, battling challenges of climate change, disaster management, primary health education, education service, water and sanitation and health rules, microcredit activities, food security and forming a republican society, sustainable agriculture, landscape and many others, are being implemented in Bangladesh. Some of the tasks have made it more popular among the people and the notable tasks are the access of the landless on demesne, achieving rights of the untouchable peoples, women empowerment, educational activities, TRM for water clogging and protecting human rights. Uttaran cares for its privacy, security and protection. This is the document which will consider the policy and procedures of Organization's security. It applies to EC members, Directors, staffs and volunteers privacy. Uttaran is committed to protecting the cyber security of the information which anybody shares with organization's websites, pages, e-mails etc. The sites uses by the organization are Facebook, Twitter, Instagram, linkedin.

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Uttaran constantly becoming more and more intertwined with online technology. Cyber security is the practice of defending computers, servers, mobile devices, electronic systems, networks, and data from malicious attacks. It's also known as information technology security or electronic information security. The term applies in a variety of contexts, from business to mobile computing, and can be divided into a few common categories. Network security is the practice of securing a computer network from intruders, whether targeted attackers or opportunistic malware.


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Uttaran stores its all type of data electronically and even the laws of the state are stored in a digital form. Another example of how dependent organizations are on the internet, are groups that have to do with the protection of human rights who need to use specific programs for their communications. Their exclusive usage of digital technology to store and send sensitive information makes cyber security a top priority for Uttaran. Information security protects the integrity and privacy of data in storage. Application security focuses on keeping software and devices free of threats. A compromised application could provide access to the data its designed to protect. Operational security includes the processes and decisions for handling and protecting data assets.

With the scale of the cyber threat set to continue to rise, the International Data Corporation predicts that worldwide spending on cyber-security solutions. Our Governments across the globe have responded to the rising cyber threat with guidance to help organizations implement effective cyber-security practices.

Disaster recovery and business continuity define how an organization responds to a cyber-security incident or any other event that causes the loss of operations or data. Disaster recovery policies dictate how the organization restores its operations and information to return to the same operating capacity as before the event.

2. Types of cyber threats

The threats countered by cyber-security are:

1. Cybercrime includes single actors or groups targeting systems for financial gain or to cause disruption.
2. Cyber-attack often involves politically motivated information gathering.
3. Cyber terrorism is intended to undermine electronic systems to cause panic or fear.

So, how do malicious actors gain control of computer systems? Here are some common methods used to threaten cyber-security:


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3. Malware

Malware means malicious software. One of the most common cyber threats, malware is software that a cybercriminal or hacker has created to disrupt or damage a legitimate user's computer. Often spread via an unsolicited email attachment or legitimate-looking download, malware may be used by cybercriminals to make money or in politically motivated cyber-attacks.

There are a number of different types of malware, including:

- **Virus:** A self-replicating program that attaches itself to clean file and spreads throughout a computer system, infecting files with malicious code.
- **Trojans:** A type of malware that is disguised as legitimate software. Cybercriminals trick users into uploading Trojans onto their computer where they cause damage or collect data.
- **Spyware:** A program that secretly records what a user does, so that cybercriminals can make use of this information. For example, spyware could capture credit card details.
- **Ransomware:** Malware which locks down a user's files and data, with the threat of erasing it unless a ransom is paid.
- **Adware:** Advertising software which can be used to spread malware.
- **Botnets:** Networks of malware infected computers which cybercriminals use to perform tasks online without the user's permission SQL injection

4. How can Uttaran guard against cyber threats? Here are the top cyber safety tips:

1. **Update your software and operating system:** This means you benefit from the latest security patches.
2. **Use anti-virus software:** Security solutions like Kaspersky Total Security will detect and removes threats. Keep your software updated for the best level of protection.
3. **Use strong passwords:** Ensure your passwords are not easily guessable.
4. **Do not open email attachments from unknown senders:** These could be infected with malware.


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5. **Do not click on links in emails from unknown senders or unfamiliar websites:** This is a common way that malware is spread.

6. **Avoid using unsecure WiFi networks in public places:** Unsecure networks leave you vulnerable to man-in-the-middle attacks.

5. Review

This guideline has been published as part of the last governing board meeting and it will be reviewed after next 3 years. The effective date of this policy is 1st January 2026


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