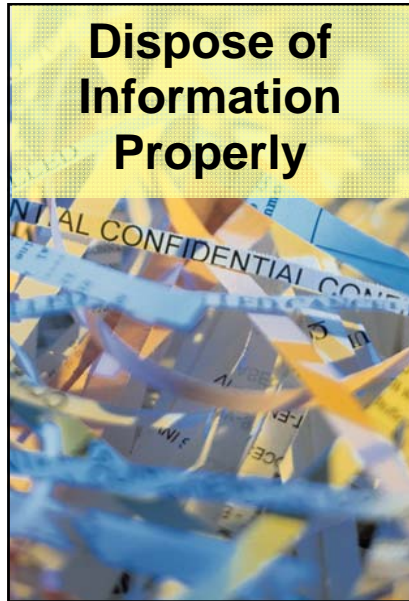




HELPFUL TIPS

- ◆ Keep your operating system up-to-date
- ◆ Install and update anti-virus protection software and firewalls
- ◆ Use strong passwords
- ◆ Know where sensitive information is stored on your computer
- ◆ Limit physical access to your computer
- ◆ Do not share your password
- ◆ At work, follow your organization's security policy



HELPFUL TIPS

- ◆ Destroy/shred hard copy confidential documents that contain personal information such as social security numbers, credit card numbers, bank account numbers, health records, etc.
- ◆ Ensure you are using the right tools when destroying and disposing personal information or media storage from your computer, cd/dvd or mobile devices
- ◆ At work, follow your organization's retention and disposal procedures



HELPFUL TIPS

- ◆ Do not click on any links listed in an email message and do not open any attachments from untrusted sources
- ◆ Do not enter personal information in a pop-up screen
- ◆ If it appears to be a phishing email, simply delete it
- ◆ Enable/install a phishing filter on your web browser
- ◆ Do not respond to e-mails asking for personal information. Legitimate organizations will not ask you to provide personal information



HELPFUL TIPS

- ◆ Always keep portable devices with you when traveling
- ◆ Password-protect and lock your portable device
- ◆ Record identifying information "i.e., serial number" and label your equipment
- ◆ Keep the portable device out of sight when not in use
- ◆ Consider storing important data separately
- ◆ Report lost or stolen devices to your local law enforcement

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