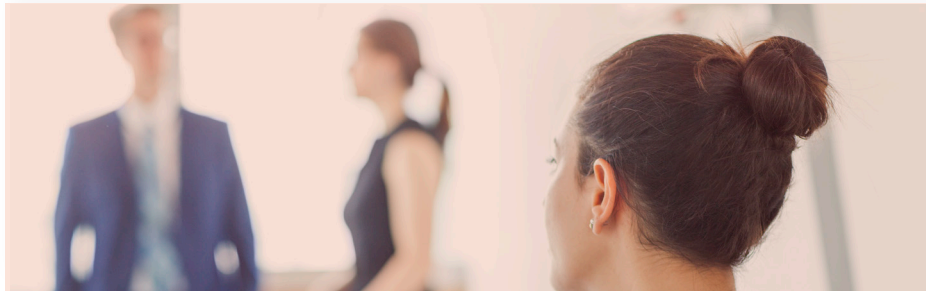


Cyber-criminals are looking for all kinds of information that they can use, so what can we do to protect ourselves and keep our business information safe at work?



What's the Difference Between Privacy and Security?

Security refers to the ways we protect ourselves, our property and personal information. It is the first level of defense against unwanted intruders.

Privacy is our ability to control access to personal information we control.

1. **Be cautious when discussing company business in public.** It may not seem important to you but could be very important to someone else listening. Be aware of your surroundings and who could be listening.
2. **Don't leave sensitive information in these places:**
 - On a whiteboard
 - On a shared printer
 - On your desk when you step away or leave
 - On your computer screen when working in public
 - On a cell phone text message or the photo album
3. **Double-check the recipient list** before you send your email! Make sure it's going to the right people. Sometimes the "auto-populate" picks the wrong person, and it's an easy mistake to hit "Reply-All" when there are multiple recipients but you meant to reply just to the sender.
4. **Always use a passcode or pin on your mobile devices**, and don't keep sensitive information in "plain sight" on your phone like in the "Notes" section.
5. **Delete sensitive information when you no longer need it.**

These are simple steps, but will go a long way toward protecting valuable information and keeping what's private, private!

