

## Data Privacy Week 2022



### Protecting Your Data - Protecting Yourself at Home

In your everyday work life, it's important to follow policies and procedures to ensure the safety of your customers' personal information. However, it is equally important that you know how to protect your personal information.

In this tipsheet you will find helpful tips on protecting your personal information and what to do if it's ever compromised.



### Some helpful tips to protect your data:

- Update passwords frequently
- Make sure all devices have a secure password
- Always use strong passwords. This includes:
  - » Use 10-12 characters
  - » Unique non-identifiable information – For example: do not use any parts of your name, address, pet names, etc.
  - » Lowercase and uppercase
  - » Special characters
- Do not fall for a phone call, text message, or email scam – companies will not reach out to you for your personal information
- Use antivirus and anti-malware software on all your devices

- Keep your operating system up to date
- Use only secure Wi-Fi networks, and use a VPN when possible
- Be cautious on what you download and from where
- If you must share your personal information, always send it in a secure way (For example: through an encrypted email service)
- Do not post Non-public Personal Information (NPI) or personal information on social media
- Familiarize yourself with your consumer data protection rights

### What to do if you suspect your personal information has become compromised:

- Change your passwords immediately
- Put a lock or hold on your credit accounts
- Cancel any credit cards you may have provided
- Inform your bank if your banking information was provided
- **Reporting Text Message Scams:**
  - » Report the crime to the FTC at [www.ReportFraud.ftc.gov](http://www.ReportFraud.ftc.gov)
- **Reporting Internet Scams:**
  - » Report the crime to the FBI's Internet Crime Center at [www.ic3.gov](http://www.ic3.gov)