Protecting Information at Work

When it comes to Internet security, your customers and colleagues trust you to protect the personal information they share with you. Protecting and respecting personal information is a shared responsibility. You can do your part by taking certain precautions. **The first step is to STOP.THINK.CONNECT.**  
STOP: Take security precautions. THINK: Understand the consequences of your actions and behaviors. CONNECT: Enjoy the benefits of the Internet.

**Tips**

**PROTECT PERSONAL INFORMATION**

- **Make passwords long, strong and unique:** Use a passphrase (a combination of words) or combine upper and lowercase letters with numbers and symbols. Use a different password for every account.

- **Unique account, unique password:** Separate passwords for every account helps to thwart cybercriminals.

- **When in doubt, throw it out:** Links in email, tweets, posts, and online advertising are often ways cybercriminals compromise your computer. If it looks suspicious, even if you know the source, it’s best to delete or if appropriate, mark as junk email.

- **Think before you act:** Be wary of communications that implore you to act immediately, offer something that sounds too good to be true, or ask for personal information.

- **Follow organization policies:** Security and privacy policies are designed to protect you and your customers. Pay attention to basic policies, such as acceptable use of personal devices in the workplace and what can or can’t be shared.

For more tips and advice, visit www.stopthinkconnect.org

**Did You Know..?**

“Sending a convincingly crafted malware-laden email to a few key employees could give an attacker the keys to a company’s intellectual property kingdom.”

*“Verizon 2013 Data Breach Investigations Report”*