

PROTECT YOUR DATA

In our modern technology-driven world, data is a valuable asset that many seek to steal. Use these tips to help keep your data protected at home and in the workplace.



PROTECTING YOUR DATA AT HOME

HAVE A DIVERSE PORTFOLIO OF COMPLICATED PASSWORDS

Never use the same password more than once. Additionally, incorporate numbers and letters into your passwords to make them more difficult to crack. For example, instead of “treehillroad,” spell your password “tr33h1llr0@d.”

SET UP MULTI-FACTOR AUTHENTICATION WHERE POSSIBLE

Major platforms like Google and Facebook have ways to verify your logins are legitimate. For example, Google can be set to require your permission to login whenever someone tries to access your account from an unfamiliar location— even if they’re using the right password.

LIMIT WHAT INFORMATION YOU SHARE ON SOCIAL MEDIA

Leaky data can lead to more than digital swindling. Sometimes opportunistic criminals use social media to “case their marks” for a variety of more direct crimes. Many home break-ins occur as a result of people announcing their vacation plans online.

PROTECTING YOUR DATA AT WORK

USE SEPARATE EMAIL ACCOUNTS FOR YOUR WORK AND HOME LIFE

The age-old wisdom “don’t put all your eggs in one basket” also applies to protecting your data. Have separate addresses for your personal life and professional endeavors. If there’s ever a data breach where you work, you can rest assured that your more private information is safe.

DON’T KEEP PASSWORDS WRITTEN DOWN AROUND THE OFFICE

If someone is willing to force their way into your workplace, they’re probably also more than willing to break into that desk drawer where you keep your notepad full of login information.

BE AWARE OF PHISHING AND SCAMS

Be very cautious of any email asking for your data, even when it may appear to come from inside your company. Ask your supervisor about the company’s guidelines for sharing sensitive data in the virtual space.

SUSPECT YOUR IDENTITY HAS BEEN STOLEN?

REPORT YOUR CASE TO THE FEDERAL TRADE COMMISSION, YOUR BANK AND YOUR CREDIT CARD PROVIDER

Your bank and credit card company have specialists to help guide you through recovering your data and mitigating damage. The Federal Trade Commission is an excellent resource as well, and your report will help them prevent others from falling victim to similar scams.

CONTACT THE LOCAL POLICE DEPARTMENT TO ALERT THEM OF THE THEFT

Although it’s unlikely your local police department can do much to help recover your identity, there have been cases where stolen identities were later used to carry out crimes. A little proactive communication can go a long way to prevent this unfortunate scenario from getting even worse.

CONTACT BUSINESSES WHERE FRAUDULENT CHARGES ARE MADE IN YOUR NAME

Businesses don’t want to be involved in the chaos or the fallout from a potentially fraudulent transaction. Most of the time, they’ll be willing to help in these situations.