



Prevent a Data Breach

- Restrict access to sensitive information to only those who need it.
- Install a firewall
- Install antivirus software on your computer.
- Keep software up to date.
- Regularly back up data.
- Impose password policies
 - strong passwords
 - change them regularly.
 - . Don't use the same password for different accounts.
- Educate employees
 - Beware of spear-phishing attacks, emails that appear to be from a trusted source but are designed to steal your information.
 - . Do not open attachments or click on links in.
 - . Install a security plugin on your browser.
 - Be careful about what information you share online.

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