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SECURITY PRIVACY NOTIFICATION

Security and Privacy

Simple ways to help protect yourself online and safeguard your privacy.

PROTECT YOUR COMPUTER

Antivirus / Spyware Software
° Install antivirus software on your computer from a reputable company.
° Read software agreements to understand exactly what applications are being installed.
° Keep your antivirus definitions up-to-date.
° Do not install if prompted to install Antivirus / Spyware software from an unknown source.
° Only download software / apps from a trusted source.
° Pay attention to pop-up messages within your browser as these could be a hackers attempt to download virus / malware.

Firewall Protection
° Check your operating system to verify that your firewall is turned on. (Note: see your I.T. professional if you do not know how to do this.)
° If you don't have a personal firewall, install one or you could use your wireless router.
° Block your Wi-Fi with a password. For additional security configure your firewall to only allow setup IP address / range.

Software Update
° Set your computer to receive automatic software updates.
° Keep your software programs on the latest security updates.
° Do not ignore critical pop-up software updates.

Remote Access
° Be cautious who you allow remote access to your computer. This could be an attempt obtain private information.
° Make sure you have no private document / software opened during the remote access.
° Make sure to confirm the user has disconnected from your machine. If you cannot be certain, reboot your machine.

PROTECT YOUR PRIVACY

Email Safety
° Don't include sensitive information in email.
° Never click on links within an email that you have not identified.
° Only open email and attachments from known senders.
° Do not open emails and attachments from strangers. Delete them immediately.
° Be suspicious of emails asking for personal information.
° Be selective when providing your email address to others.
° Consider creating a separate email account for advertising or sales registry.

Online Identity Protection
° Use long and complex passwords and change them regularly.
° Use a secure browser and trusted computer for sensitive transactions.
° Log off when you are done using web sites that require a user ID and password.
° Disconnect and shut down when you are not using your computer.
° Do not save or cache your password on untrusted devices.

Offline Identity Protection
° Monitor your postal mail.
° Do not give out your personal information to those you cannot identify.
° Check your credit report annually.
° Shred documents containing personal information before discarding them.
° Shred any document, which has personal information.

Phone Security
° Be cautious providing private information to inbound callers / business. Let them know you will call them back on their business phone line.
° Be cautious of CallerID Spoofing. Should you suspect someone is calling you pretending to be a legitimate business, please makes sure to report them to the FCC at (888) 225-5322.