enterprise privacy office

Cyber Security Awareness

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»October is National Cyber Security Awareness Month. Follow these tips year-round to enhance your safety and security on-line.

- Never Leave Your Devices Unattended. If you need to leave your computer, phone, or tablet, lock up the device so that no one can use it while you are away. If you keep sensitive information on a flash drive or external hard drive, make sure to lock them up in a secure location.
- Practice Good Password Management. Use a strong mix of characters, and do not use the same password for multiple sites. Do not share your password with anyone, and keep password reminders in a secure location.
- Know Your Network. When you work with sensitive information, only do so with the appropriate device and network. Using a friend's phone, a public computer, or a café's free WiFi could result in data being copied or stolen.
- Protect Your Ports. Be cognizant of what you plug into your computer. Malware can be spread through infected flash drives, external hard drives, and even through smartphones.
- Safety on Social Media. Be aware of what you share on social networks. Contacts who befriend you can easily gain access to your personal information, such as where you went to school, where you work, and when you are away from your home.
- Backing Up Data. Back up your data regularly, and make sure your anti-virus software is always up-to-date.
- Phishing and Whaling. Always be careful when clicking on attachments or links in email. If you are concerned for any reason, do not open the link or attachments. Double-check the URL of the website to which the link guides you to: spelling mistakes can direct you to harmful domains that can damage your device or access your personal information.
- Familiarize Yourself With Your Agency's Privacy and Security Policies and Procedures. Ensure you know what to do and/or whom to ask for help. Your agency may also require a specific action that is different from the general tips described above.

PRIVACY POWER–UP!

What Are Privacy Power-Ups?

- Tips to ***ENERGIZE*** privacy program implementation
- Pointers on information privacy safeguards, training techniques, and compliance activities
- Synopses of privacy hot topics, research, and technologies
- Tools for Agency privacy liaisons to increase privacy awareness and establish information privacy protections

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