

# Protecting Your Data Checklist

With cybercrime on the rise—specifically attacks involving email fraud and electronic fund transfers—how can you best protect your assets? We strongly suggest you become familiar with the following best practices to safeguard sensitive data.

## Do...

- Change passwords frequently, and use longer, case-sensitive and alpha-numeric passwords that include symbols.
- Be alert to odd phrases or grammatical, punctuation or spelling errors in unfamiliar emails that appear to come from your financial institutions as this may indicate fraudulent activity.
- Use security controls on your computer software and browser, including firewalls to protect against spyware, malware, viruses, etc.

## Don't...

- Share passwords or use obvious names and numbers in creating them.
- Provide confidential data to linked websites, open or install any attachments, or click on any links unless you are sure the email is legitimate.
- Open unexpected or unfamiliar emails.
- Include personal or financial data in emails, especially when using free public-access networks.
- Use your Social Security number for identification if other options are permitted.