

Sensitive Data:

Keep it Secret, Keep it Safe

Your organization relies on YOU to keep its sensitive data safe; don't let them down! If sensitive data gets in the wrong hands, it can be catastrophic for everyone. Remember the tips below and keep those secrets safe!



Keep Those Passwords to Yourself!

Passwords are the lock and key that prevent cybercriminals from breaking into sensitive files. Do your best to keep those passwords safe.

This means:

- Don't write them down;
- Don't give them to your friends; and
- Don't reuse them across multiple accounts.

Use Sensitive Information with Care!

Be thoughtful about how you work with sensitive data; one careless move and your whole organization could be compromised.

This means:

- Never discuss sensitive data where unauthorized ears can hear;
- Never leave sensitive data lying around unattended; and
- Never leave windows and doors unlocked when your computer is unattended.



Is This Who I Think It Is?

Sometimes the easiest way for a cybercriminal to get access to sensitive information is simply by asking.

This means:

- Be skeptical of anyone contacting you using unusual methods or who claims to be a co-worker and asks for sensitive information.
- If you aren't sure of a person's identity, always cease communication and contact them via a method you know is legitimate.

Sensitive data in the wrong hands can be disastrous!
Remember: **Keep it Secret! Keep it Safe!**