

PROTECT YOUR PERSONAL INFORMATION

We all have information worth protecting; financial data, medical information, usernames, passwords, passcodes and pins to name but a few.

Have a read through our top 10 tips below to ensure that you are doing all you can to protect your personal information.



TOP 10 TIPS Safeguard Your Personal Information Online

1. Remembering **passwords** can be difficult but passwords are often the sole keys to accessing your information and are fundamental to your security. Passwords need to be long, complex, unique and not easy to guess, so no dictionary words, names, or dates of birth!
2. Don't use the **same password** for everything; this increases the likelihood of multiple accounts getting hacked at once potentially turning a small problem into a major disaster!
3. Protect your **privacy on social media**; think carefully about what information you allow to be accessed online and by whom. Make sure you understand how the privacy settings in applications like Facebook, LinkedIn, twitter etc work.
4. As a test log out and try to access your social media accounts as a stranger would every so often to check **what data can be accessed about you**.

5. Be cautious about online status updates that **reveal your location** or future travel plans; you may put yourself or your property in danger by publicly declaring this type of information.
6. Consider how much data you are storing on your **smartphones and tablets**, you need to protect and secure these just as you would your computer. At a minimum set a password or PIN on your devices and set them to automatically lock after a set period of time.
7. Have a plan for how you will deal with the **loss or theft** of a personal computing device, have you encrypted the hard drive, can you remote wipe the device, do you have backups?
8. Have you heard of phishing? Be on your guard while browsing your inbox and never supply personal or financial information in response to an email request. Even if you are convinced that an email is legitimate always **verify by telephoning** the bank or company using their publically listed telephone number to double-check first.
9. Be careful when storing personal or sensitive information in online storage services, especially free ones! Have you read the **terms and conditions** of the service, are you sure you know who can access the data?
10. Finally make sure to **delete all your information** stored on a computer, phone or tablet prior to discarding, exchanging or donating it to charity.

Further Information DATA PROTECTION

Remember when you give your personal details to another organisation or individual, they have a legal duty to keep your details private and safe.

Also if **you** collect or store personal data belonging to others then you have defined legal responsibilities to protect and manage this data correctly.

Make sure you know how the Data Protection Act applies to you. You can find information on the Data Protection Commissioner's website at:
www.dataprotection.ie