

# Tips for protecting Data Privacy

Simple steps can keep your data secure



There are several steps you can take toward protecting data privacy. Five simple steps can help keep data secure and prevent cybercrimes.

## PERSONAL INFO

Shred documents with personal or confidential information on them. Take care when providing personal information. Many companies may request personal data from you, but that does not mean you have to freely provide it. Ask questions first.

## EMAIL

Secure incoming and outgoing mail. You may want to install a mail slot or a mailbox that locks to prevent the theft of incoming or outgoing mail.

## PASSWORDS

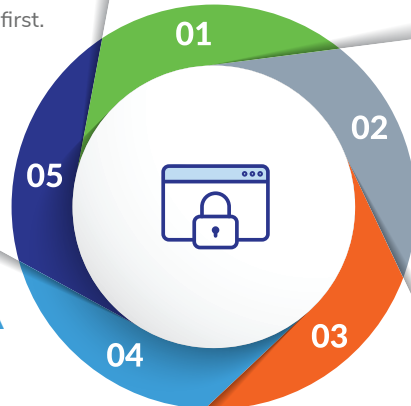
Hackers have automated their processes so they can quickly access private accounts by guessing passwords and checking them across multiple platforms. Use strong, complex passwords for all your accounts.

## SOCIAL MEDIA

Take a hard look at what you are sharing on social media. Could someone use that information to steal your identity, or break into your accounts? Be protective of what you post to ensure your data is secure.

## DATA POLICY

Know what information your company deems sensitive and how that information is handled with respect to the threat it poses to an organization if exposed.



### What is PERSONAL DATA?



Information related to an identifiable living individual



BIOGRAPHICAL INFO



PHYSICAL CHARACTERISTICS



CONTACT DATA



LOCATION



HEALTH INFO



>> \$3.25 billion

made by hackers exploiting popular social platforms

Check out Locknet's blog at [locknetmanagedit.com](https://locknetmanagedit.com) to learn more about cyber resilience and security.

**LOCKNET**  
AN EO JOHNSON COMPANY