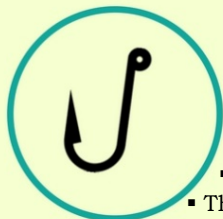


DATA RESPONSIBILITY

DON'T TAKE THE BAIT



Phishing Scams

- Be wary of Pop-ups
- Never reply to spam, even to unsubscribe
- Think before you click; know the sender or source before clicking on an attachment or link
- Never send your personal information, credit card, or online account details through an email.

Video: <https://goo.gl/NbD34T>

DON'T LEAVE IT OPEN

Data Security

- Protect sensitive data
- Treat all links & attachments with suspicion
- Public Wi-Fi is inherently insecure, be cautious
- Ensure passwords are strong, secure, changed often, and are not the same for all programs.



Video: <https://goo.gl/a2NJLL>

DON'T GET WIPED OUT



Backup.

- Save work files on the server, H Drive
- Back up your files on your computer often
- Establish a file organization standard
- Have copies of important files in 2 different locations

Video: <https://goo.gl/U1um1t>

DON'T SPREAD IT, STAY HEALTHY

Virus Protection

- Use antivirus software
- Use a pop-up blocker
- Keep your software up to date
- Minimize downloads
- Be cautious of links and attachments



Video: <https://goo.gl/6yNuXM>

Your Data, Your Responsibility