

West Virginia Executive Branch Privacy Tip of the Week



What Can I Do?

Question:

So I've been reading your privacy tips and I've learned some pretty good stuff. Now I have a question for you: if I could do just one thing today to help protect the information I work with, what would you suggest?

Answer:

Clean your desk!

Carve out just 15 minutes a month to organize your files and make sure all personally identifiable information (PII) is secured. Sometimes we forget that names, home addresses and dates of birth are PII and can be used to steal identity. Many times PII just gets lost – by taking a few minutes to locate and secure paper records you can help prevent security incidents.

If you have paper records containing PII that you don't need, such as photocopies or drafts, shred them! If you have paper records that need to be retained, make sure they are properly secured in accordance with your Department's policies. If you aren't familiar with these policies, reach out to your manager or your Privacy Officer for more information.