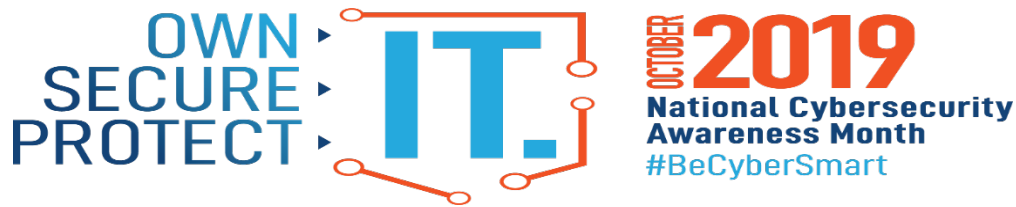




West Virginia Executive Branch  
Privacy Tip



The third key message of NCSAM is Protect IT – making sure your connected devices are safe from bugs, worms, and other malicious intrusions.

### Steps to Protect IT.

- **If You Connect, You Must Protect: Updating to the latest security software, web browser and operating systems**
  - Whatever device you use, the best defense against malicious intruders is update to the latest security software, browser, operating systems, and patches that are available.
  - An unprotected or unpatched device
- **Stay Protected While Connected: Wi-Fi Safety**
  - Do not connect to any public wireless hotspot – such as an airport, hotel, internet café – without confirming the name of the network and the exact log-in procedures with the appropriate staff.
  - If you do use and unsecured public network, avoid accessing sensitive locations, such as banking, personal health portals, etc. that require passwords or credit cards.
  - Personal hotspots can be purchased – check with your wireless or phone provider for information.
- **If You Collect It, Protect It: Keeping customer/consumer data and information safe**
  - Classify all data you collect, store, access, and transmit by sensitivity, then apply the appropriate protections.
  - Only collect the data you need to perform the business purpose for which is intended.
  - Only disclose or transmit data to third-party vendors necessary for their business purposes.
  - Make sure paper documents are stored securely. Don't leave them in full view when you are not using them.
  - For more information, see the WV Executive branch [Policy Minimum Necessary and Limited Use](#) on the State Privacy Office [website](#).

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