

West Virginia Executive Branch Privacy Tip of the Week

What Can I Do? (Part 2)

Question:

Okay, I did what you suggested last week – cleaned my desk and it really did just take about 15 minutes (and my boss and co-workers were really happy too!) Anyway, do you have any other “short ‘n sweet” tips to help me protect information?

Answer:

Clean your computer!

Spending 15 minutes a month to clean up your computer files is really important too. Move all those emails and files from your inbox, sent folder, and “my documents” folder to more appropriate files on your Department’s servers.

Also, confirm that you don’t have any Sensitive PII (Social Security numbers, health and medical data, financial account numbers, etc.) on your local hard drive. Sensitive PII should only be stored long term on Department servers.