West Virginia Executive Branch
Privacy Tip

October is National Cyber Security Awareness Month!

In recognition of National Cyber Security Month, we are supplying tips to keep you safe in your work life and your "away from work" life also!

Keep a Clean Machine.

- Keep security software current: Having the latest security software, web browser, and operating system are the best defenses against viruses, malware, and other online threats.
- Automate software updates: Many software programs will automatically connect and update to defend against known risks. Turn on automatic updates if that's an available option.
- Protect all devices that connect to the Internet: Along with computers, smart phones, gaming systems, and other web-enabled devices also need protection from viruses and malware.
- Plug & scan: "USBs" and other external devices can be infected by viruses and malware. Use your security software to scan them.

Protect Your Personal Information

- Secure your accounts: Ask for protection beyond passwords. Many account providers now offer additional ways for you verify who you are before you conduct business on that site.
- Make passwords long and strong: Combine capital and lowercase letters with numbers and symbols to create a more secure password.
- Unique account, unique password: Separate passwords for every account helps to thwart cybercriminals.
- Write it down and keep it safe: Everyone can forget a password. Keep a list that's stored in a safe, secure place away from your computer.
- Own your online presence: When available, set the privacy and security settings on websites to your comfort level for information sharing. It's ok to limit how and with whom you share information.

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Note: Your agency/bureau/department/division may have specific requirements – always check your policies and procedures. If you have questions, contact your Privacy Officer.