

**West Virginia Executive Branch
Privacy Tip of the Week**



Protect Your Personal Information

Some privacy practices seem difficult to manage. Wouldn't it be more fitting for a Privacy Officer (PO) to handle privacy issues?

Everyone has privacy responsibilities. It is in your best interest to protect your personal information. Here are a few steps that you can take:

- ▶ **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, keep it safe:** Everyone can forget a password. When keeping a list of passwords make sure to leave it 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 who you share information with.

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

Source: <http://stopthinkconnect.org/>