

West Virginia Executive Branch  
January 2023 Privacy Tip

Ten Must Know Tips For Keeping Your Personal Data Safe:

1. Encrypt your data with a VPN.
2. Don't save passwords to your browser!
3. Avoid using public wi-fi.
4. Update all your tools, apps, and OS.
5. Don't click on unfamiliar attachments or links!
6. Don't share personal information with anyone!
7. Use Cybersecurity products.
8. Don't use your personal devices at work.
9. Monitor activity on your devices and tools.
10. Back up your data!

Conclusion:

The average number of data breaches and cyberattacks has increased by 15% compared to last year's figures. Adopting the best cybersecurity practices is the only way to protect your data. The tips mentioned above will help keep your data safe and provide peace of mind.

However, cybercriminals are constantly working on new ways to get their hands on personal data. Don't rely on the current best practice for too long. Instead, keep tabs on the most recent threats to learn how to address them properly.

Access the full article at:

<https://staysafeonline.org/resources/10-must-know-tips-for-keeping-your-personal-data-safe/>

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