



State Privacy Office  
May Privacy Tip

## **Protect Your Personal Information**

Some privacy practices seem difficult to manage. Wouldn't it just be easier to have a privacy officer handle all the privacy issues?

No, *everyone* has responsibilities for keeping data private.

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 to verify who you are before you conduct business on that site. Always use MFA (*Multi-factor authentication* is a multi-step account login process that requires users to enter more information than just a password) if possible.
- **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.
- **Own your online presence:** When available, set the privacy and security settings on websites to your comfort level for information sharing. It's okay 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/>