

## Tip of the Month – May, 2013

### 10 Tips for Preventing Identity Theft

#### 1. Secure your Devices.

Ensure your operating system, software, browsers, anti-virus and firewalls are **installed updated and properly configured.**

#### 2. Lock it Down.

If you use a computer, laptop or mobile device, both privacy and security depend on use of strong **passwords and encryption.**

#### 3. Protect your Mail.

Ensure your mailbox is secured, collect sensitive documents in person, follow up on bills or statements that don't arrive as expected.

#### 4. Consider what you Carry

**Remove cards or documents** from your wallet that you don't use regularly, especially your National Insurance Card or Birth Certificate.

#### 5. Shop Securely

If online ensure that site is secure (**look for the “lock” icon** or green highlighted URL). In person use chip and PIN devices only.

#### 6. Don't Dump Data

**Shred** personal documents that you no longer need and **delete** personal information before discarding or selling a digital device (although deleting doesn't always wipe data completely-additional steps may be required).

#### 7. Take Care of Credit

Be cautious when providing credit card information; **review statements** and cut up unused or expired cards.

**8. Spot the Scam**

**DO NOT REPLY** to email messages, click links or open attachments from companies or others asking for your personal information.

**9. Be Firm on the Phone**

Don't give personal information to anyone who phones unless you can **confirm they are from a legitimate company.**

**10. Be Cautious and Curious**

If asked for your personal information, ask how it will be used, why it is needed, and how it will be protected. **When in doubt, don't give it out.**

**If you require any assistance, the Data Protection Commissioner will be happy to help. E-mail us [dataprotection@bahamas.gov.bs](mailto:dataprotection@bahamas.gov.bs) or visit our website at [www.bahamas.gov.bs/dataprotection](http://www.bahamas.gov.bs/dataprotection)**

**Remember “Privacy is the Best Policy”**

*(Courtesy of the Privacy Commissioner of Canada)*