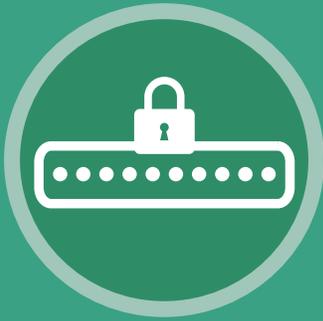


# Sensitive Data:

## Keep it Secret, Keep it Safe

Your organization relies on YOU to keep its sensitive data safe; don't let them down! If sensitive data gets in the wrong hands, it can be catastrophic for everyone. Remember the tips below and keep those secrets safe!



### Keep Those Passwords to Yourself!

Passwords are the lock and key that prevent cybercriminals from breaking into sensitive files. Do your best to keep those passwords safe.

#### ***This means:***

- Don't write them down;
- Don't give them to your friends; and
- Don't reuse them across multiple accounts.

### Use Sensitive Information with Care!

Be thoughtful about how you work with sensitive data; one careless move and your whole organization could be compromised.

#### ***This means:***

- Never discuss sensitive data where unauthorized ears can hear;
- Never leave sensitive data lying around unattended; and
- Never leave windows and doors unlocked when your computer is unattended.



### Is This Who I Think It Is?

Sometimes the easiest way for a cybercriminal to get access to sensitive information is simply by asking.

#### ***This means:***

- Be skeptical of anyone contacting you using unusual methods or who claims to be a co-worker and asks for sensitive information.
- If you aren't sure of a person's identity, always cease communication and contact them via a method you know is legitimate.

Sensitive data in the wrong hands can be disastrous!  
Remember: **Keep it Secret! Keep it Safe!**