Though companies, email providers and retailers should take on responsibility to respect privacy and safeguard data, individuals can protect their personal information in the following ways:

**PERSONAL INFORMATION IS LIKE MONEY. VALUE IT. PROTECT IT.**

**THINK BEFORE YOU ACT:**
Be wary of communications that implore you to act immediately, offer something that sounds too good to be true or ask for personal information.

**GET TWO STEPS AHEAD:**
Switch on two-step verification or multi-factor authentication wherever offered to prevent unauthorized access.

**SHARE WITH CARE**

**WHAT YOU POST CAN LAST A LIFETIME:**
Before posting online, think about how it might be perceived now and in the future and who might see it.

**OWN YOUR ONLINE PRESENCE:**
Set the privacy and security settings on web services and devices to your comfort level for information sharing. It’s ok to limit how and with whom you share information.

**BE AWARE OF WHAT’S BEING SHARED:**
Be aware that when you share a post, picture or video online, you may also be revealing information about others. Be thoughtful when and how you share information about others.

**POST ONLY ABOUT OTHERS AS YOU HAVE THEM POST ABOUT YOU:**
The golden rule applies online as well.