

TIPS TO KEEP YOUR INFORMATION SECURE THAT DON'T COST ANYTHING!



- Verify the encryption status on your laptop regularly. See the OCFS Intranet, IT Security page for detailed guidance on how to verify your laptop's status.
- Have a clean desk policy - Lock up your confidential files when you are away from your desk or leave the office.
- Lock your workstation or laptop when you are away by using "CTRL/ALT/DELETE".
- Avoid discussing confidential information in public places where you may be overheard.
- Keep your passwords private- Do not share passwords.
- Never leave your portable device unattended or unsecured.
- Use the CONNECTIONS application whenever possible to enter or share confidential information.
- Use shared folders or SharePoint with proper permissions to share confidential information.
- Password Protect Your Documents – To Password Protect: Using the MS Office icon (upper left) >> Click "prepare" >> Click "encrypt" document. Then enter your password and finally, confirm your password.
- Securely dispose of confidential information that is no longer required by cross cut shredding or using secure disposal bins, if available.
- Be aware of Phishing Scams - Think before you click! Most recently there have been a number of fake traffic ticket alerts and credit union scams.