

# Cyber Security

- To avoid viruses and other malware, install security updates as needed, and run a virus and spyware scan often. Do not download anything from unknown sources.
- Do not give out personal information and credit card information to a site that is not fully trust-worthy. Never respond to e-mails asking for any personal information or passwords, no matter how believable it may sound.
- Use strong passwords that are not common words and have numbers and symbols mixed in with the letters.
- Only provide your social security number to an employer, a financial institution, such as a bank, or a government agency. Do not carry a social security card in a wallet in everyday circumstances.
- Always lock up blank checks in a very secure place.
- Shred important documents with personal and banking information before disposing of them.
- Do not carry any more than necessary in a wallet. Never write down a PIN number and carry it with a debit card.
- Keep copies of important documents such as a social security card, passport, driver's license, and credit cards.

