



Information & Technology Services

Don't let your trash become someone else's treasure. Feed your shredder often.

Document Theft:

Despite the proliferation of electronic information, we still retain a large amount of critical data on paper. Loan applications, credit card and bank statements, restaurant and store receipts, all have key data that can be used to compromise our identity.

Keep sensitive information out of site, preferably in a locked container. There are a variety of modestly priced products available that can protect your important papers. Many offer the added advantage of protection against fire damage. Don't be misled, these are not burglar proof. In fact, most would yield to a five minute session with a sledge hammer. But it is very unlikely that anyone will go to those lengths.

If you have information that is truly crucial, get a safe deposit box. The bank has spent millions of dollars more than you ever could to make sure that your box is secure.

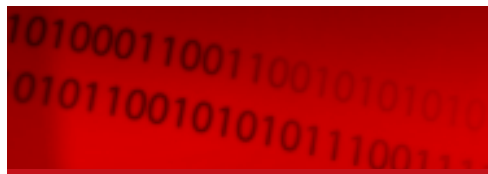
If you must take critical papers along with you, make sure that they are not easily seen or recognized. Manila envelopes are perfect cover for your secret papers. And be sure that you don't leave them lying on your car seat where they can be seen. Remember document theft, like many other robberies, are often crimes of opportunity.

Make sure that you store or destroy receipts that could give someone an insight and details on your identity. Your trash could literally become someone else's treasure.

Hackers can also place programs on your system that will scan the hard disk for passwords, account numbers, pin numbers and other data useful in identity theft. Don't store important information on your PC. Make sure that you have a good virus scan system that also scans for malware (Adware and Spyware).

"What should I do with my old computer when it's time to throw it out?"

When you retire hardware, be it your old computer, thumb drive, or a stack of CDs, it is necessary to take steps to sanitize and dispose of data appropriately, so it cannot accidentally fall into malicious hands.



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