

Identity Theft

WORKPLACE IDENTITY THEFT

No matter how comfortable or familiar you may feel on the job, you need to protect against workplace-related identity theft risks. You also have a responsibility to protect the personal or sensitive information of your colleagues and employers. If you deal with the personal information of customers or clients, your responsibility is even greater.

For everyone's sake, including your own, make sure you understand and follow all organization security and privacy policies. Practice good online and offline identity protection habits.

- Lock up your purse or wallet when it's not with you. Too often, payment cards, checks and other identity-related items are stolen at the workplace.
- Also lock up personal and work-issued mobile devices, ID badges and workplace access cards with not in use.
- Don't put your personal information at risk in the case of a workplace security breach. Never reuse personal passwords for work, log into personal accounts from work or store personal data or material on work computers or devices.
- Keep all work passwords and usernames confidential. Don't write them down and store them in your work area.
- Securely store anything with your or others' personal information at the end of your workday.
- Verify the identity of anyone who claims to work for or with your workplace and asks you to share personal or sensitive information in person, online, over the phone or by mail.
- Be aware of who is around you when you input, share or access sensitive information. Shield screens, keyboards or keypads when necessary. If speaking, take eavesdropping precautions.
- Thoroughly shred unwanted documents containing others' personal information.
- Log off and close all screens when you step away from your computer.
- Be extra vigilant about personal information safety when temporary workers, service professionals, delivery people and other visitors are present.
- Watch out for phishing targeted to employees at your workplace.
- Don't assume work computers, software and Internet security systems will prevent you from accidentally introducing malware. You share in the responsibility of keeping your organization's system safe.
- Immediately report any signs of suspicions of malware or security breaches according to your employer's procedures.