

THOMAS R. SUOZZI County Executive JAMES H. LAWRENCE Commissioner

PROTECT YOUR PERSONAL INFORMATION. IT'S VALUABLE

- If you're asked for your personal information your name, email or home address, phone number, account numbers, or Social Security number learn how it's going to be used, and how it will be protected, before you share it.
- Don't open unsolicited or unknown email messages. If you do get an email or pop-up message asking for personal information, don't reply or click on the link in the message. To avoid opening such messages, you can turn off the "Preview Pane" functionality in email programs, and you can set your default options to view opened emails as plain text to avoid active links or pop-ups in the messages. Most importantly, do not respond to solicitations for your personal or financial information. If you believe there may be a need for such information by a company with whom you have an account or placed an order, contact that company directly in a way you know to be genuine. Never send your personal information via email because email is not a secure transmission method.
- If you are shopping online, be careful about providing your personal or financial information through a company's website without taking measures to reduce the risk. There are some indicators that show vendors have taken measures to secure their sites such as a lit lock icon on the browser's status bar or a website URL that begins "https:" (the "s" stands for "secure"). Unfortunately, no indicator is foolproof; some scammers have forged security icons.
- Read website privacy policies. They should explain what personal information the
 website collects, how the information is used, and whether it is provided to third
 parties. The privacy policy also should tell you whether you have the right to see
 what information the website has about you, whether they provide and/or sell
 your information to third parties, and what security measures the company takes
 to protect your information. If you don't see a privacy policy or if you can't
 understand it consider doing business elsewhere.