

Managing Your Personally Identifiable Information (PII)

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Personal information is like money. Value it. Protect it. Think of your personal information like your house, when you are gone your doors are locked, and you need a key to unlock the front door. While away you would not leave the front door open for thieves to come in and steal your stuff. Similar to your house, protecting your personally identifiable information (PII) is crucial to what information is given to others. PII is information or data which can be identified and traced back to a specific person. Information and data can also be combined to identify an individual.

Examples of personally identifiable information include: full name, personal identification numbers (social security number, passport number, driver's license, credit card number, taxpayer identification number, patient identification number), street address, email address, job titles, etc.

6 Tips Towards Protecting Your Private Data

- 1. Sharing**
Share PII only with authorized individuals through approved channels.
- 2. Storing**
When collecting and storing PII, only gather information that is business critical. The more critical the data is the better protected the information should be.
- 3. Personal Information**
Before disclosing any personal information, think twice before giving it away freely. Information about yourself can be pieced together to identify you by your name, job title, just to name a few.
- 4. Policies**
When collecting, sharing, and storing PII follow company policies. Not all personal information needs to be disclosed to your coworkers.
- 5. Passwords**
Make sure your passwords are unique and do not write them down. Avoid saving passwords in your browser, and instead utilize a password manager.
- 6. Email**
Do not provide sensitive or personal information over email. Legitimate businesses will never use a free, public email domain to conduct business.

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Contact Us. (804) 271-6300
Ask for a Network Proposal

711 Moorefield Park Drive, Suite E
Richmond, VA 23236

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