Golden rules for handling personal data

**Do's**

01. BE CAUTIOUS
   - While opening attachments even from trusted senders
   - Scammers can hack email accounts and add attachments that have been infected with viruses

02. TAKE PRECAUTIONS
   - Do install antivirus and firewall programs to your personal computers
   - They protect your computer from malicious files and gives you a warning on detecting any harmful file

03. REGULAR CHECK
   - Check financial statements and credit reports regularly
   - Read your bank account and credit card statements to be sure of all authorized charges

**Don'ts**

01. DON'T SEND SENSITIVE DATA
   - Don't send sensitive data or any legitimate business details over email.
   - No Business owner will ask you to send sensitive information over email

02. DON'T CLICK LINKS IN EMAIL
   - Do not click on “VERIFY YOUR ACCOUNT” or “LOGIN” links in any email.
   - Always open them in a new window and user institution’s page to login

03. BE WARY OF EMAILS
   - Do not reply to, click on links, or open attachments in suspicious emails.
   - Use good judgement and be wary of any email that doesn’t quite seem right