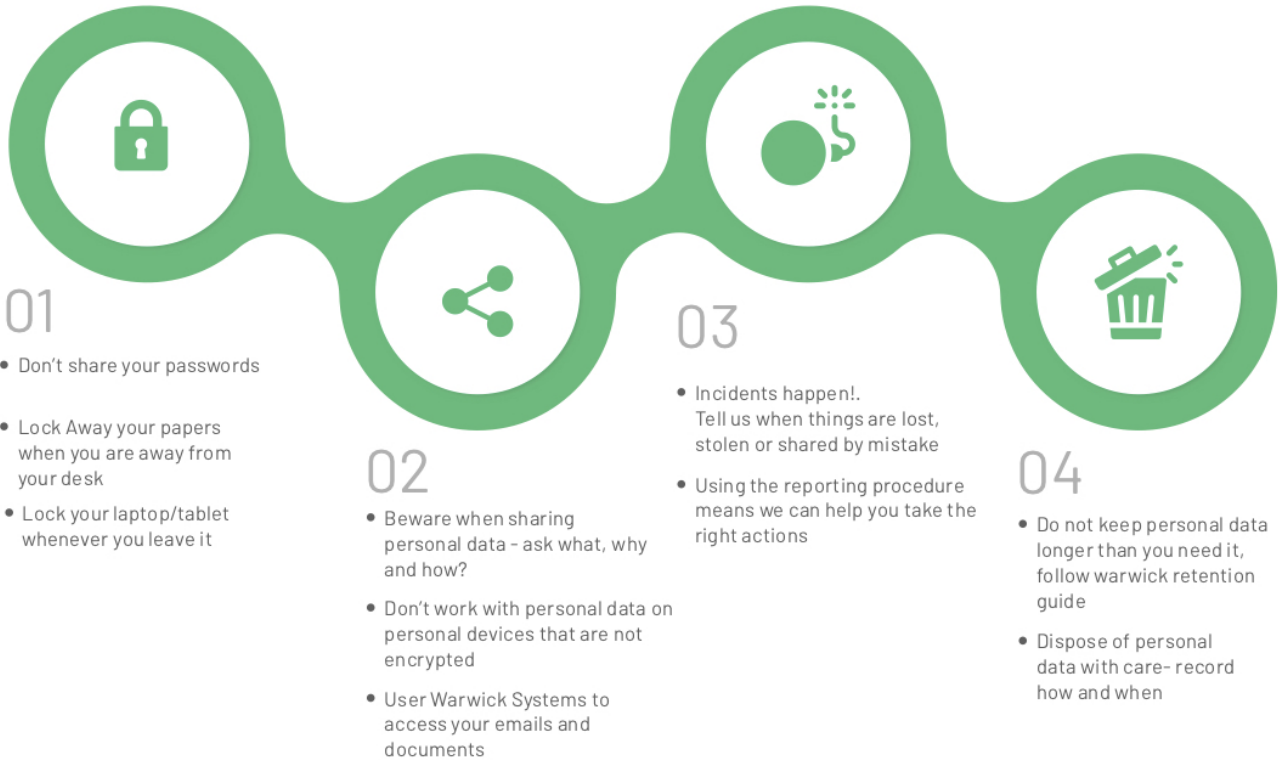


## Golden rules for handling personal data



### 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 use 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