



PROTECT DATA ON PORTABLE DEVICES

HELPFUL TIPS

- ◆ Ask yourself "Is it really necessary that I transport this sensitive information?" If the answer is no, then do not copy the information.
- ◆ Encrypt files or the full disk. By encrypting files or using full disk encryption, you reduce the risk of unauthorized individuals viewing sensitive data.
- ◆ Use strong passwords on all your devices, such as a minimum of eight characters and a mix of special symbols, letters and numbers. Never use the same password for multiple devices or accounts.
- ◆ Be sure all critical information is backed up. Portable devices should not be the only place important information is stored.
- ◆ Store your portable devices securely. When not in use, store portable devices out of sight and, whenever possible, in a locked drawer or file cabinet.

**CYBER SECURITY IS
OUR SHARED RESPONSIBILITY**



**Multi-State
Information Sharing and
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