

# Data Security is Everyone's Responsibility



At , we take network security seriously. Protecting the sensitive data of both our company and our customers is first priority. Keep security top of mind and help protect our network by following these safety guidelines:

- **Use Built-in Protections** - Our company maintains an intensive cyber-security system to keep our network safe. Disabling or attempting to bypass these security features can put the whole system at risk. Not only is circumventing our security protections unwise; it's a direct violation of policy.
- **Be Careful with Downloads** - Downloading files may be necessary, but should always be done with caution. Use common sense and only download files from trusted sources.
- **When Prompted, Always Update** - With new threats constantly emerging, it's important that your machine performs automatic updates. Canceling or ignoring these updates could weaken your system's defenses.
- **Keep Security Settings at High** - Internet browsers can be a major point of weakness for security defenses. To avoid malicious attack from malware and similar threats, make sure your browser security settings are always set to high.
- **Stop Spam**- The spam filter system provided by should prevent most harmful messages from reaching your inbox. If you do see spam-like messages in your inbox, flag them as spam to help the system prevent emails from getting through in the future. Even if an email comes from someone you know, but doesn't seem like something they would send, their account may have been compromised. Do not click any links, and delete the email immediately.
- **Be Responsible with Equipment** - When you're out of the office, make sure to protect your laptop, smartphone or external storage device. Never leave equipment unattended and visible, especially in your car.

- **Be Smart with Your Password** - Strong passwords should be at least seven characters, have a mix of upper and lowercase letters and be comprised of letters, numbers and symbols. Make sure each of your accounts has a different password and change them regularly. Never share your password with anyone.

**Everyone needs to do his or her part to keep our system secure.  
By following these safety guidelines, we can all pitch in  
to protect our network.**

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