10 WAYS TO PROTECT YOUR PERSONAL DATA

1. Don’t click that link!
   What to do: Don’t click links in emails. Instead, type the URL you want directly into the browser.
   Why: According to Microsoft, phishing is still the number one favorite method of cyber-attacks.

2. Use two-factor authentication
   What to do: Use a second factor for logging into accounts.
   Why: If you have a robust two or multi-factor in place, you are much less likely to lose personal data due to phishing.

3. Delete recorded conversations
   What to do: Regularly delete any recorded conversations used by your personal assistant.
   Why: There have been cases where Alexa revealed personal data to unknown persons without consent.

4. Keep it clean — delete old files
   What to do: Make sure you keep data replication to a minimum. Delete old files you don’t use.
   Why: There can never be 100% security, but reducing the places that can be compromised helps lessen your risk.

5. Be less social
   What to do: Minimize the amount of personal data you have on social media platforms.
   Why: Information like your pet’s name or mother’s maiden name is sometimes used to recover account logins. Don’t give hackers an easy way into your online accounts!

6. Don’t sync for sync’s sake
   What to do: Disable automatic file and media sharing whenever possible.
   Why: A lot of devices set up cloud syncing when you first configure the device. Check if you really want to store these data in the cloud.

7. Keep off the beaten track
   What to do: Disable location tracking on each app.
   Why: A recent study of almost 1 million Android phones demonstrated that apps regularly harvested tracking data.

8. Let sleeping Bluetooth lie
   What to do: If you are not using Bluetooth, switch it off.
   Why: Bluetooth vulnerabilities can allow data to be siphoned off your device.

9. Encrypt stored data
   What to do: Encrypt any data you store on hard drives and use an email encryption tool if you share personal data.
   Why: Encryption is a layer of protection that can prevent lost or stolen data from being exposed.

10. Patch your devices
    What to do: Keep your computers and mobile devices patched and up to date.
    Why: Software vulnerabilities allow malware to infect your device, which can steal data and login credentials.

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