



Quick Tips

a publication of the
Canadian Association of Professional Access and Privacy Administrators



Protecting Your Identity

1. Vigorously protect your personal information. Guard your credit card, passport, SSN/SIN numbers, firearms license, tax information and filings, driver's license, birth certificate, bank and utility account information.
2. Place meaningful passwords on utility, telephone, credit, and other accounts.
3. Only carry the identification and credit cards that you really need every day. Lock the rest in a safe place.
4. Don't store personal information or account information on your computer. Use a reliable firewall and strong passwords on your computers. Encrypt computers and handheld devices including cell phones.
5. Never give credit card or SSN/SIN numbers over the telephone or by e-mail.
6. Use a cross-cut paper shredder. Destroy bank machine receipts, old credit cards, bank statements, receipts, checks, credit card offers, and addresses on magazines, envelopes, and packaging.
7. Cancel bank and credit cards that you do not use.
8. Don't give valid personal information to telemarketers, when visiting websites, or to claim a prize in a contest that you never entered.
9. Don't reply to email offers, unsolicited job offers, or inquiries that ask for confirmation of personal information. Delete the email. Banks do not ask for that sort of information online.
10. Before buying anything online, verify that the website is the real thing. Cyber-thieves often divert online purchasers to fake websites or use fraudulent security certificates.
11. Don't put your telephone number on personal checks. If a store clerk asks for your phone number, refuse to provide it.
12. Check your credit rating regularly. Promptly investigate any irregularities.
13. Always maintain detailed financial records in case you have to dispute payments you know you did not authorize.
14. Educate your children. Students — carrying credit cards and meeting friends online — don't recognize the potential risk, and take fewer precautions to protect themselves.
15. Don't visit chat rooms or post personal information on blogs or social networking sites.
16. Teach children about the dangers in chat rooms and of being too trusting — so they don't divulge any personal information — about themselves and their families.

CAPAPA

Suite 330 Unit 440
10816 Macleod Trail SE
Calgary Alberta Canada
T2J 5N8

Sign up to receive Quick Tips as they become available.

Email
info@capapa.org

Submit your Quick Tip topic ideas