

Know our policies and procedures.



Authenticate people before sharing any sensitive info.



Never share your password with anyone else.



Documents may need to be disposed of in shred bins, and digital media should be securely wiped or destroyed.



Keep a secure desktop, including locking your computer screen and securely storing sensitive documents.



Only use authorized systems and software.



If you believe any sensitive data has been lost, stolen, or compromised, contact our help desk or information security team immediately.



Know the sensitivity of the data you are handling.

**ACCESS • PROCESS • TRANSFER • ARCHIVE • DESTROY**