PrivacyMatters@AnyAge

Your online privacy is always important no matter who you are. Follow these simple tips to stay safe online:

☑ **PRIVACY SETTINGS:** Set privacy and security settings on websites to limit who you share information with, especially when using social media.

☑ **LOCATION SETTINGS:** Do you want your location known? If not, turn it off in your privacy settings and delete apps that won't work without your location settings activated.

☑ **WHEN IN DOUBT, THROW IT OUT:** If you don't know who the email is from, don't open the attachments, click on links or reply to messages. If it looks suspicious, it probably is.

☑ **BE AWARE WHEN SHOPPING ONLINE.** Use one credit card or a secure payment option (e.g. PayPal) for purchases. Look for the 🔒 symbol and a website address with "https://". This means the site is more secure.

☑ **KEEP SECURITY SOFTWARE CURRENT:** Have the latest security software because it is the best defence against viruses, malware and other online threats.

☑ **MAKE PASSWORDS LONG AND STRONG:** Combine capital and lowercase letters with numbers and symbols to create a more secure password. Don't automatically select the "remember my password" option.

☑ **THINK BEFORE YOU TAG:** Ask before you tag or post pictures of friends or family on social media.

☑ **NEED HELP WITH YOUR PRIVACY SETTINGS?** Read our fact sheet online: http://www.ipc.nsw.gov.au/what-do-your-privacy-settings-say-about-you

For more information contact the Information and Privacy Commission on 1800 472 679 or visit www.ipc.nsw.gov.au

PRIVACY AWARENESS WEEK   3–9 May 2015