

## 2016 Cybersecurity Checklist

- Install & maintain a trusted Anti-Virus & Malware Protection Program
- Store personal data on removable drives, then remove the drive when not needed
- Do not utilize thumb drives from unknown sources
- Set strong passwords, at least 8 characters or more if possible
- Use different passwords for different accounts
- Change passwords at least yearly
- Utilize Dual Factor Authentication where available
- Purchase and implement a recognized Password Management Program such as LastPass or Roboform
- Do not send unencrypted private data via email
- Do not store private data in Outlook, Excel, etc. (No credit cards, tax returns, healthcare data, etc.)
- Utilize the built in security on all mobile devices (Numerical, fingerprint, voiceprint, etc.)
- Minimize mobile application installations - Do you really need that app?
- Do not keep your credit cards & driver's license with your mobile phone case
- Do not hand out or leave your house keys exposed
- Implement a keyless entry solution

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