

## Preventing ID Theft

A handout for employers,  
employees and all internet users

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# Preventing ID Theft

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## IDENTITY THEFT – A GENUINE THREAT TO YOU, YOUR COMPANY AND YOUR FAMILY

Every single day, companies and individuals fall foul of criminal gangs. Using increasingly sophisticated attack methods, these criminals will exploit email, instant messaging, the web and our natural desire to trust and help to trick their victims into sending them confidential information which they can then use to make money.

**Everyone is at risk. Everyone is a target. Everyone.** Although the exact tactics will vary, person to person, the effect is always the same – damage to reputation, revenue and, unfortunately often, loss of personal finances.

Do not allow yourself to fall prey to these criminals. You are the first line of defence and you are the difference between our success and failure.

**Be on guard – all the time. Protect yourself, protect our company. Stay safe!**

### IMPORTANT DO'S

- **Do** make sure you check the identity of anyone who asks for personal data from you – online, on the telephone or in person.
- **Do** stop and think before you send your personal or confidential information online.
- **Do** check that any websites you are sending data to has a comprehensive privacy policy. If there isn't one, don't give them your personal data.
- **Do** make sure that you use unique passwords for each service you use. You must **never** use a password that is also used for a company account.
- **Do** ensure that when you dispose of data (in print or electronic form) you do it in a secure manner.

### IMPORTANT DON'TS

- **Don't** click on links or attachments in emails unless you are sure who has sent them.
- **Don't** visit websites if you have any doubts about their legitimacy (such as ones sent to you by people you don't know on Twitter and Facebook)
- **Don't, ever**, respond to emails asking you to send your Password, PIN or account ID.
- **Don't** put sensitive personal information (such as date of birth or account numbers) onto social networking profiles.
- **Don't** work on sensitive company material over public WiFi links (such as café hotspots).

### WHERE TO FIND OUT MORE

**Company IT Contact:**

**Company Security Contact:**

# HALKYN CONSULTING – SECURITY RESOURCES

## ABOUT THIS DOCUMENT

This handout has been provided by Halkyn Consulting Ltd to help businesses raise awareness about the risks of identity theft and educate employees and customers in some basic principles which will reduce this risk.

You are free to use this document as you see fit. We suggest you use enter the relevant contact information onto the information page and display copies prominently in public areas. This will help your employees learn about the risks and how to reduce them and will show any visiting customers and clients that you take security seriously.

## WHAT TO DO NEXT

For more information visit [www.halkynconsulting.co.uk](http://www.halkynconsulting.co.uk) or send an email to [info@halkynconsulting.co.uk](mailto:info@halkynconsulting.co.uk). We offer a range of security services including specialist staff awareness packages where we can work with you to develop and deliver bespoke training to meet your exact needs.

We can also work with you to develop your security policies, making sure that they meet your business needs and are compliant with international best practice standards. This can allow your business to reassure your customers and win new contracts.

As an independent, full service, security consultancy we are also able to carry out detailed site security surveys to assess your physical and information security measures. Our expert advice will assist you with the deployment of cost effective security to protect your business, your data and your profits.

Being independent, we are able to provide impartial advice on any products or services you are considering and will always work to ensure you get the maximum value for money and protect against genuine threats.

**Don't leave your security to chance. A breach can ruin your business.**

Get in touch with Halkyn Consulting today.