

Security Begins With YOU!



Data Sensitivity

Protect sensitive data!
This includes:

- Client or personnel information
- Social Security Numbers
- Tax Information
- Bank Account and Credit Card Numbers
- Claims and Benefit Information
- Agency procedures



Office Security

- Lock your monitor when leaving your desk
- Never leave sensitive papers unattended at the printer, or on your desk
- Place sensitive information in shred bins, rather than the trash
- Don't let strangers or unknown people into secured areas



Passwords

- Always make passwords something easy for you to remember, but hard for others to guess.
- Remember, never share your password with ANYONE.
- You are ALWAYS responsible for anything your account does — make sure you are the one logging in.



Be Alert!

- If you see something you think might be a security concern, tell your manager!

Security Contacts:

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