

**January 2023**

**Tips to protect your data on-line**

* **Be mindful about posting personal information:** posting personal information such as your full name, address, phone number, school, email address, or photos on portals and forums can reveal your identity to strangers and put your safety at risk.
* **Ask yourself why you should give your personal information**: who wants it? Is it someone you trust? How are they going to use it? Are they going to share it with others - and if so, with whom? If you are not certain about any of the above ask and learn before sharing your information.
* **Trust your instincts:** if you are not certain about the safety of a page or you are not comfortable with the way your personal data is going to be used, just leave the page.
* **Log out:** remember to log out from pages you have used your password to log in to.
* **Keep your computer safe:** use an antivirus program and a firewall and keep them up to date.
* **Do not answer chain email**: even with computer security, some chain email forwarded by your friends might ask for personal information. Do not download files unless you know the content of the file and know that it is secure.
* **Check your social media privacy settings:** change all settings to "Friends Only" for all posts for a more secure profile.
* **Posting photos**: ask friends not to post photos of you or your family without your permission. At the same time, refrain from tagging friends in photos or videos online.
* **Remember:** that technology is not dangerous in itself, but human behaviour can make it so.

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