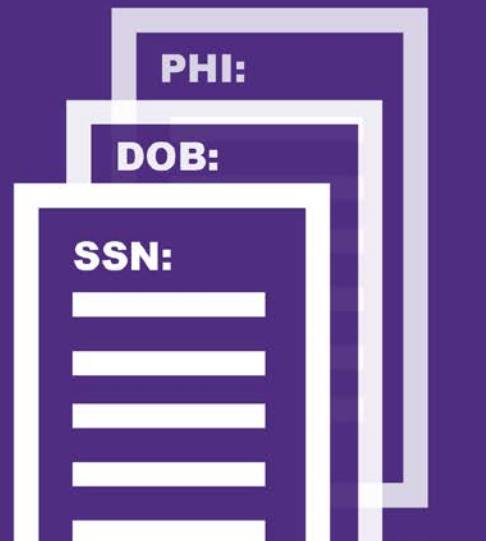


KNOW THY DATA



Be Cyber Savvy

Common computer sense for today's tech savvy world



When in doubt, don't send out!

Do you work with personal information like social security numbers, employee dates of birth, applicant information or personal health information?

Use a secure means of sending data when necessary.

Secure sensitive data by following both A&M System and your organizations policies:

[Data Classification and Data Protection](#)

[Encryption of Confidential and Sensitive Information](#)

[Data Breach Reporting](#)

Reach out to your Information Security Officer for more information.

If you don't need it, delete it!