TIS THE SEASON TO SHOP SAFELY!

To help employees and students keep their personal information safe during the holiday shopping season, Information Technology Services offers several tips and an important reminder: NEVER use your University email account or Login credentials for personal online shopping.

Although WVU's Acceptable Use of Data and Technology Resources policy does allow incidental personal use of University-owned computers, if it doesn't interfere with work, users should not expect privacy or confidentiality for such activities.

Here are some tips on how to protect your data.

1 SHOP ONLY ON SECURE WEBSITES
Before entering your credit card information on a web form, look for the green lock icon and https:// in the web address. The "s" means the site is secure.

2 USE SAFE PAYMENT OPTIONS
Use a dedicated card for all online purchases. Credit cards are generally the safest payment option and offer protections that debit cards don't. NEVER give your credit card information to anyone via email or save to your computer's hard drive.

3 PROVIDE THE BARE MINIMUM
If a website is requiring personal information that isn't necessary to process payment, like your Social Security number or mother's maiden name, don't submit your order.

4 USE ONLY SECURE WI-FI
Logging into email and banking accounts on unsecure, free public wireless networks puts your information at risk of being stolen.

5 WHEN IN DOUBT, DON'T CLICK
Be skeptical with suspicious-looking emails, even those claiming to come from a well-known company or shipping service. Phishing scams aimed at stealing your information are often cleverly designed.
When in doubt, don't click on any links and forward suspicious emails as an attachment to **DefendYourData@mail.wvu.edu.**

6 BE WARY OF PHONE SCAMS.
Phone scammers may call claiming to be your bank or a shipping company. NEVER give your Social Security number, account passwords or payment information via email or over phone. If you want to check on your account or order, call the number listed on a company's official website.

Learn more about protecting your personal data at **DefendYourData.wvu.edu.**

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