







TIP SHEET: How to Protect Your Own Personal Information

The following are suggestions for your personal use and are not required by the FOIPP Act:

- When you are on vacation or sick leave, simply indicate on voice mail or email reply that you are “out of the office”.
- To help prevent identity theft:
- Pay attention to your credit card and other bills (hydro, cable, phone). Make sure that you are receiving your bills when you should and that the charges are correct.
- Check your credit report once a year (this is free) to watch for any applications for credit that you did not make.
- Get a callback number if you receive a call from a bank or other financial institution seeking to “confirm” your identity or personal information.
- Destroy all your credit card bills and any other documents that contain your personal information before throwing them away.
- On the internet, provide your personal information only to companies you know to be reputable. Be cautious if you receive an email or instant message asking for your name, username, password, credit card details, etc. (internet fraudsters, known as “phishers,” often masquerade as legitimate entities, such as eBay, PayPal, or an online bank.) Do not provide any of this information unless you are sure the request is genuine.

About Identity Theft

Identity theft occurs when someone uses your personal information — such as your name, social insurance number, or credit card number — without your permission. Identity thieves may use your information to:

-  Open new credit card, phone, or other accounts.
-  Make charges to your existing accounts.
-  Create counterfeit cheques.
-  Open a bank account or take out a loan.
-  Sign up for government benefits.
-  Rent a house or get a job.