



The State Privacy Office would like to say thank you for all of the comments, questions and suggestions we received about the Privacy Tips we sent in 2013. We hope that you found the tips to be useful, in both your work and personal lives.

Let's get 2014 started with an invaluable tip:

### Keep a Clean Machine

Here are some simple tips for protecting your privacy on your computer and portable devices:

- ✚ **Keep security software current:** Having the latest security software, web browser, and operating system are the best defenses against viruses, malware, and other online threats.
- ✚ **Automate software updates:** Many software programs will automatically connect and update to defend against known risks. Turn on automatic updates if that's an available option.
- ✚ **Protect all devices that connect to the Internet:** Along with computers, smart phones, gaming systems, and other web-enabled devices also need protection from viruses and malware.
- ✚ **Plug & scan:** "USBs" and other external devices can be infected by viruses and malware. Use your security software to scan them.

**Note:** Your agency/bureau/department/division may have specific requirements – always check your policies and procedures. If you have questions, contact your Privacy Officer.