

Seven Action Steps To Protect You & Your Business

From Mark Barron
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Here are seven actions steps you should take now to help protect you and your business from Identity Theft. These are easy for you to do, but if you need help you can send me an email 7actionsteps@realidtsolutions.com
NOTE: YOU CAN NOT PREVENT ID THEFT. BE AWARE OF THE PERSON WHO SAYS YOU CAN!

- 1. Clean Your Desk.** Do this first! Don't leave anything on your desk that could be seen by the wrong person or used for the wrong reason!
- 2. Clean Your Whiteboards.** Same reason as number 1!
Things have really changed in the way we have to think!
- 3. Update Your Anti-Virus & Anti-Spyware Software.** Just remember when you sign your computer on to the internet, *you are part of the internet*, and that means that people can look for information you have, if you're not careful.
- 4. Turn Your Firewall "On".** This is really simple to do with your computer's operating system, Mac or Windows.
- 5. Be Realistically Suspicious.** If you get a call or email and the information seems to good to be true, or you are asked for your private information, think twice before you give it out.
- 6. Put A Screen-Saver On Your Computer.** Make sure it comes on after about 10 minutes and is password protected so only you can get into your computer and to your personal information.
- 7. Read the Federal Trade Commission booklet "Protecting Personal Information, A Guide for Business".** It tells you what you need to do to do the minimum to protect yourself and your employees and customers.
<http://www.ftc.gov/bcp/edu/pubs/business/privacy/bus69.pdf>

I hope the above information helps you. Real Identity Theft Solutions mission is to provide the information and services that help you both protect yourself and your employees and customers. Please feel free to call me at 479-439-0773 or fax me at 479-439-0583 for any questions you have about the “Seven Action Steps” listed above, or how to implement a simple plan that offers you protection. You can also email me mark@realidtsolutions.com for help. Be sure to sign up for our Free Business Simple Security Newsletter by going to www.realidtsolutions.com .

Now for the legal stuff: I am not an attorney, nor do I play one on TV. The information that I provide is as accurate as possible, but with the never ending changes in Federal and State laws and regulations, this information is subject to change at any time. You should discuss these action steps with your attorney or counsel for the most accurate answers before you implement any of the action steps. This is not a legal solicitation, and it does not constitute legal advice. I just want to help you the best way that I can. That’s why I do this. Mark