

## Privacy and E-Mail

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I wanted to share with you a link to a notice put out the Office of the Information and Privacy Commissioner of Ontario. The article shares information on the opportunity to secure your e-mail if you are using gmail. Here is the link:

<http://www.ipc.on.ca/english/About-Us/Whats-New/Whats-Nw-Summary/?id=111>

Five (5) points I would encourage everyone to consider when using e-mail for work related documents.

a) Using a secure connection for your e-mail will reduce the risk of your username and password being stolen. That in turn reduces the risk of key documents being taken without your permission. The article from the privacy commission provides information on how to secure your gmail account. *Check with your e-mail provider to ensure the e-mail account you are using is secured at all times.*

b) Think twice about using wireless connections in Coffee shops, airports, etc. Wireless connections are helpful. However, if your e-mail connection is not secured, it is very easy for people to steal your user name and password. That will enable an individual to read your mail any time they want. *If don't have a secure e-mail connection, then approach wireless in airports, coffee shops etc with care. The software for "sniffing out" username and passwords is easy to obtain and people do use it. Macs are NOT safe from this problem.*

c) If you have a company website, work with your site provider or web site designer to 1) secure your mail and 2) turn on features on your server space to make sure you are taking all steps possible to protect your mail accounts. Sometimes for a small fee, certain security features can be turned on which will reduce spam, eliminate risks and protect you from loss of files or information.

d) Back up your e-mail. Period. No exceptions.

e) Change your password for your e-mail account on a regular basis. *A randon date*

*every three months can help ensure your password is secure. Try to use random characters and numbers to ensure you have a really hard password at all times.*

Securing your e-mail is a good step to ensure your work and the work of clients is protected.

Have a super day.

Jerry