

hotspots.

- **Secure your home Wi-Fi.** Make sure you control who has administrative access, and that any users on your network authenticate with a strong password. Encryption settings should be enabled and strong - using WPA2 is recommended.
- **Be alert for potential charity donation scams.** Cyber criminals try to take advantage of people's generosity during the holiday season and can use fake charity requests as a means to gain access to your information or computer/device. Think before clicking on emails requesting donations. Don't give your financial or personal information over email or text. Contribute by navigating to the trusted address of the charity, never through a link in an email. To check if an organization is eligible to receive tax-deductible charitable contributions, visit the IRS website.

Contact the seller or the site operator directly to resolve any issues. You may also contact the following:

- **Your State Attorney General's Office**
www.naag.org/current-attorneys-general.php
- **Your State Consumer Agency**
www.usa.gov/directory/stateconsumer/index.shtml
- **The Better Business Bureau**
www.bbb.org
- **The Federal Trade Commission**
www.ftccomplaintassistant.gov

For More Information:

For additional information about safe online shopping, please visit the following sites:

- **US-CERT**
www.us-cert.gov/cas/tips/ST07-001.html
- **OnGuard Online**
www.onguardonline.gov/articles/0020-shopping-online
- **Microsoft**
www.microsoft.com/security/online-privacy/online-shopping.aspx
- **Privacy Rights Clearinghouse**
www.privacyrights.org/Privacy-When-You-Shop
- **Internet Crime Complaint Center**
www.ic3.gov/media/2010/101118.aspx
- **Internal Revenue Service**
www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check

The information provided in the Monthly Security Tips Newsletters is intended to increase the security awareness of an organization's end users and to help them behave in a more secure manner within their work environment. While some of the tips may relate to maintaining a home computer, the increased awareness is intended to help improve the organization's overall cyber security posture. This is especially critical if employees access their work network from their home computer. Organizations have permission and are encouraged to brand and redistribute this newsletter in whole for educational, non-commercial purposes.

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