

# Simple Privacy Practices That Make a Difference

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Data Privacy Day, celebrated internationally, is a reminder that your personal information matters. This year, Seneca encourages you to be more mindful online. It's about knowing what information you share, who can see it, and how to protect it.

There are easy ways you can protect your data:

## 1. Share Only What's Needed

Not every app or website needs your personal details. Be careful about what you post online, because once it's shared, it can be hard to take back.

## 2. Think Before You Click

Not every email or message is safe. Be careful with messages that ask for your personal information or urge you to click a link. If you're unsure, don't click—double-check first.

## 3. Be careful with your passwords

Your password is your first line of defence. Avoid using simple passwords like your name or birthday, and don't use the same password for every account. Never share your password with anyone. If something feels wrong, change it right away.

## 4. Control Your Privacy Settings

Check the privacy settings on your social media and apps. You can often choose who sees your posts and what information is shared. Limiting access helps you stay in control of your data.

## 5. Lock and Update Your Devices

Always lock your phone or laptop when you step away. Keep your apps and devices updated so they stay protected against security issues.

## 6. Use Extra Protection When You Can

Turn on extra security, such as a code sent to your phone or email. It may feel like an extra step, but it makes it much harder for anyone to access your account.

## 7. Log Out on Shared Computers

If you use a public or shared computer, always log out when you're done. Never save your password on shared devices.

Protecting your data doesn't have to be complicated. Simple habits—like using strong passwords, being cautious online and locking your devices—can make a big difference. This International Data Privacy Day, take a moment to check your online habits and remember: **your data is yours, so protect it!**