



## Pinellas County Information Security Awareness

Pinellas County is committed to protecting digital information for both its citizens and employees. You play an important role in safeguarding and supporting the County's information security efforts.

### **How do I create a strong password?**

- Your password should be a minimum of 8 characters, a mixture of letters, numbers and characters is encouraged.
- To ensure your password is secure you should not use words, personal information or cyclical passwords (incremental passwords).
- You will need to change your password when prompted and you are asked not to repeat a password that has been used within the previous year.

### **How can I prevent getting a computer virus?**

- Pinellas County uses virus protection software to safeguard digital information.
- Please do not disable the virus scanning software that is loaded on your computer.
- To ensure that viruses are not downloaded, all software and files that are saved to your drive are automatically scanned.

### **What software or hardware can I install?**

- Users are asked not to install any software or hardware without first obtaining permission.
- If you are unexpectedly prompted to download anything, please do not do so and report it immediately.

### **When or with whom should I share my password?**

- Your password should not be shared with anyone, either in-person or via email.
- To ensure your password is not accidentally shared, avoid storing or writing your passwords down where they can be read.

### **Who should I report a security breach to?**

- If you experience a security breach (virus, unexpected download or unauthorized access) please report it immediately to your systems administrator.
- Also, you may contact the Business Technology Services Help Desk at 727-453-4357.

### **How can I support Pinellas County's efforts to protect digital information?**

- You can support the County's efforts by following the Information Security Policy, protecting information you have been granted access to and reporting any vulnerability or violation.