

SEND CONFIDENTIAL INFORMATION BY EMAIL.

JUST ZIP AND GO!



YOUR BUSINESS RELATIONSHIP WITH DESJARDINS MEANS YOU NEED TO EMAIL CONFIDENTIAL DOCUMENTS BACK AND FORTH VIA EMAIL. MAKE SURE YOU'RE TAKING THESE STEPS TO PROTECT YOUR BUSINESS INFORMATION WHILE YOU COMMUNICATE EFFECTIVELY WITH YOUR ACCOUNT MANAGER.



UNDERSTAND JUST HOW SENSITIVE THE INFORMATION YOU SEND IS

Think about how badly your business could be hurt if the information you send to your account manager was hacked by a thief or your toughest competitor. Personal and confidential business information like salaries, inventory, or financial statements should always be password-protected when being sent via email.



CHOOSE A DATA ENCRYPTION TOOL

Some software programs like WinZip and 7-Zip (available for free) use a password to encrypt files. Through this process, a number of files are grouped under an encrypted and password-protected folder.



MAKE SURE YOUR DOCUMENTS ARE PROTECTED

A password must have at least 12 characters, including randomly picked numbers and letters. Use a series of numbers and letters in no logical order. For example, use "3vmoi5fsdqsz" instead of "qwerty123456" or "abcdefg12345", which are much less secure passwords. Always choose the highest (256-bit) encryption level.



GIVE THE PASSWORD TO YOUR ACCOUNT MANAGER

Don't use email to give your password to your account manager. Go see them in person, call, or send a text. Sending it via email is like locking your door and leaving the key in the lock...



COVER YOUR BASES

Protect your organization from the non-authorized use of information by adding the following to your email signature: "This email is confidential and is intended for the exclusive use of the addressee. Any other person is strictly prohibited from disclosing, distributing or reproducing this message. If you have received this email in error, please immediately delete it and notify the sender."



ENCRYPT YOUR FILES BEFORE YOU EMAIL. WE CAN HELP!

Contact your account manager if you need help getting started. You'll be encrypting files in no time!