



**AS A DESJARDINS MEMBER OR CLIENT,
YOU MAY SOMETIMES NEED TO SEND
CONFIDENTIAL DOCUMENTS BY EMAIL.
FOLLOW THESE STEPS TO PROTECT AND
SHARE YOUR INFORMATION EFFICIENTLY
WITH YOUR ADVISOR.**



UNDERSTAND JUST HOW SENSITIVE YOUR INFORMATION IS

Think about how you'd feel if the information you're sending your advisor were to fall into the hands of a fraudster. What would be the consequences? Personal and confidential information like your salary, social insurance number and date of birth 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 ADVISOR

Never email your password to your advisor. Go see your advisor in person, call, or send a text. Sending your password via email is like locking your door and leaving the key in the lock!



COVER YOUR BASES

Protect yourself against the unauthorized use of your information by adding the following text 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."



NEED TO ENCRYPT YOUR FILES BEFORE YOU EMAIL THEM? WE CAN HELP!

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



Desjardins

Cooperating in building the future