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General Safety Tips to Safeguard Personal Data and Help Protect Privacy

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- Be sure to use unique passwords for all financial online accounts and other logins including e-mail. Never share or duplicate usage of your password, account number, PIN, or answers to security questions.
- Do not save credit or debit card, banking account or routing numbers, or other financial information, on your computer, phone or tablet.
- Be vigilant about using passwords on mobile devices. Be sure to set your devices to automatically lock (requiring a password, pattern, etc. to unlock) after a selected period of time to ensure no one can access your smart phone, tablet or laptop.
- Be aware of the location of your mobile devices (smart phones, tablets) at all times.
- Only log onto financial websites when you have a secure, safe and trusted Internet connection.
- When banking or paying credit cards online, avoid passwords that include personal information, such as mother's maiden name or date of birth. Instead, use something unique that only you know.
- Never give out personal information over the phone, through texting, the mail or on the internet unless you've initiated the contact and are sure you know who you're dealing with. If you must share personal information, always confirm that you are dealing with a legitimate organization.
- Mars Bank will not ask you to verify personal information over the phone or via e-mail. if you receive a phone call or e-mail asking you to verify information, end the call, do not respond, and call the bank directly.
- If you receive an e-mail asking for personal information, do not hit the "reply" button or click on any website link in the e-mail. Instead, go directly to the sender's website by typing in the sender's website address as you know it to be correct.
- Do not plug in unknown or unfamiliar jump drives into your laptop or desktop computer.
- Protect your personal information. Don't leave sensitive documents containing personal information where anyone can see it.
- Use a shredder before disposing of personal records, especially financial records – preferably a cross-cut shredder. Thieves have been known to paste together single-shred documents to obtain information.
- Don't use an automatic log-in feature on your computer.