

Booklet 2

Financial Harm Awareness



Keeping your information safe.



What is data?



Data is information.

It could be:

- written down
- in an email
- or on a computer.



Everyone has personal information.

It includes things like our name, address, date of birth or National Insurance Number.



It is important you are always careful with your personal information – in real life and online.



Organisations use personal information.

Every time you visit a website, search for or buy something, use social media or send an email, you share your data.

Companies find out what we like to buy and send us adverts online.



You have a right to know who is using your data and why.

Know your rights.



Listen up!

You have rights!!!!!!



Your personal data is so important that there is a law called the Data Protection Act.

It helps to make sure everyone's data is used properly and legally.



You have a right to:

- be told by an organisation if it is using or storing your personal data.



- ask questions if your personal information is wrong or if you are worried how your data is being used.



- ask an organisation to get rid of data they hold about you



Sharing data can help make life easier.

It can keep us connected.



Your data belongs to YOU.

You must play your part in keeping your personal data safe too.

How to protect your data



Have a strong password

Make sure it has 3 words that are not connected

It should have capital and lower case letters, numbers and special characters like #,& or !

An example would be:
#ChairHandFlower161



Do not use your name or the name of people in your family or your birthday.



Find more information in [this booklet from LEAD.](#)

Look up how to set your privacy settings on social media.



Find information about [Facebook](#) and [Twitter](#) privacy settings.

For more information look at our booklet on ['Security and Sharing'](#)



Make sure your phone has a password or set up the fingerprint security.



Turn off your Bluetooth when you are not using it.



Find more top tips on keeping your data safe here:

[Keeping Your Money Safe](#)

[Financial Harm - Scams](#)



All easy read information is available at:
www.fife.gov.uk/adultprotectioneasyread

**To report harm
call the Adult Protection Phone Line on 01383 602200**