

# Booklet 2

## Financial Harm Awareness



## Keeping your information safe.



**Fife Adult Support & Protection**

[www.fife.gov.uk/adultprotection](http://www.fife.gov.uk/adultprotection)



## 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, read this Easy Read booklet from [Keeping Safe On-Line by Lead Scotland](#) on how to protect yourself on-line.



You can view and adjust your Facebook privacy settings at any time.

To view and adjust your privacy settings:

1. Click  in the top right of Facebook.
2. Select Settings & privacy, then click Settings.
3. Click Privacy in the left column.

## How to protect your Tweets on Twitter



1. Click on the ... icon.
2. Go to your [Settings and privacy](#).
3. Go to **Your account** and scroll over to **Account information** and input your password.
4. Scroll down to **Protected Tweets**, click the arrow, and check the box next to **Protect my Tweets**.



5. You will be prompted to select **Cancel** or **Protect**, select **Protect**.
6. If you change your mind, to unprotect your Tweets, deselect the box and when prompted, choose **Cancel**.



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



Turn off your Bluetooth when you are not using it.



All easy read information is available at:  
[www.fife.gov.uk/adultprotectioneasyread](http://www.fife.gov.uk/adultprotectioneasyread)



Look for our booklets called  
'Keeping Your Money Safe'  
'Financial Harm – Scams' and  
'Internet Safety – scams and sharing'.

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



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