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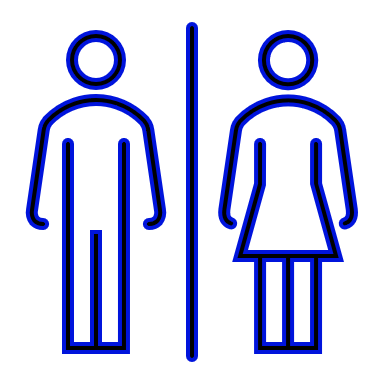
Abstract

This document gives some general guidelines on how to keep your information and identity safe

IDENTITY THEFT AND fRAUD

KEEP YOUR INFORMATION PRIVATE AND SAFE

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# Gender outlineIdentity theft and fraud guidelines

As a part of managing the integrity of any business it is important to protect the identity of members, their personal data and the information associated with SEG.

Safety of personal identity can happen to any one at any time.

See below an excerpt from [Scams and Fraud Guidelines - Reference USA.Gov](https://www.usa.gov/scams-and-fraud)

Identity theft

Identity theft happens when someone uses your personal or financial information without your permission. It can damage your credit status and cost you time and money.

Warning signs of ID theft

You may not know that you experienced ID theft immediately. Beware of:

* Bills for items you did not buy
* Debt collection calls for accounts you did not open
* Information on your credit report for accounts you did not open
* Denials for loan applications
* Mail stops coming to - or is missing from - your mailbox

How to report ID theft

To report identity theft, contact: (Guidelines for USA

* The Federal Trade Commission (FTC) online at [IdentityTheft.gov](https://www.identitytheft.gov/) or call 1-877-438-4338
* [The three major credit reporting agencies.](https://www.identitytheft.gov/#/CreditBureauContacts) Ask them to place [fraud alerts and a credit freeze](https://consumer.ftc.gov/articles/what-know-about-credit-freezes-fraud-alerts) on your accounts
* The fraud department at your credit card issuers, bank, and other places where you have accounts

[Use IdentityTheft.gov’s list of steps to help you recover.](https://www.identitytheft.gov/#/Steps)

How to protect yourself from identity theft

* Do not answer phone calls, texts, or email from numbers or people you do not know.
* Do not share personal information like your bank account number, Social Security number, or date of birth.
* Collect your mail every day and [place a hold on your mail](https://reg.usps.com/entreg/LoginAction_input?app=HOLDMAIL&appURL=https%3A%2F%2Fholdmail.usps.com%2Fholdmail) when you will be on vacation or away from your home.
* Review credit card and bank account statements. Watch for and report unauthorized or suspicious transactions.
* Store personal information, including your Social Security card, in a safe place. Do not carry it in your wallet.

[Learn other ways to protect yourself and your credit from ID theft.](https://consumer.ftc.gov/articles/what-know-about-identity-theft)

And find out [how to protect your child’s information from identity theft](https://consumer.ftc.gov/articles/how-protect-your-child-identity-theft).