

Keeping your online financial and personal data secure and confidential is one of our top priorities. We safeguard your information by utilizing the latest technology and services available.

### **WHAT WE DO TO PROTECT YOU**

We utilize industry-proven technology and standards to safe-guard information on our systems and within our organization:

- We use Firewall systems to protect our data from unauthorized entry.
- We make use of encryption technology to scramble data that is sent over the Internet.
- We limit employee access to systems and data based on business requirements.
- We employ authentication software confirming the User of our secured site.
- We maintain and review activity logs for irregular activity to prevent unauthorized activity.

### **HOW YOU CAN HELP**

Your contribution to the protection of your information is important, too. You can help prevent unauthorized access to your account by:

- Shield your User ID and password by keeping it unique and known only to you. Anyone who has this information also has access to your accounts.
- Choose a password that is not easily guessed. For example, do not use your pet's name or your birth date. Try to include a combination of letters, numbers and characters in your password.
- Periodically change your password.
- Avoid writing your password down and keeping it in a place others may find it.
- Use the logout feature when you have completed your on-line banking. Doing so will ensure that others using the same computer will not have access to your information.