



Make Time @Work for IM!

Employees are responsible for managing and protecting the government information they use to do their jobs. The Office of the Chief Information Officer (OCIO) is asking you to take a minute at the beginning of your meeting to review this Information Management (IM) best practice. Remember, small changes in the way you work can make a big impact on our compliance with government's IM requirements.

Receiving Email

While the OCIO has technical security safeguards in place to manage and protect our email system, employees must do their part to keep the email system safe and working at optimum levels. When you see new email in your inbox:

Remember that Phishing is a type of fraud that uses deceptive e-mails, websites and/or text messages to gather personal, financial and confidential information for fraudulent purposes and/or unauthorized access. To minimize risk of phishing:

- ◆ Never disclose a government-issued username and password
- ◆ Never click on links in emails or attachments from unknown sources
- ◆ Never use your government email address for personal use
- ◆ Process email as it arrives:
 - ◆ Delete personal, unsolicited or transitory email following review
 - ◆ Delete earlier versions in an email thread.
 - ◆ Move email into appropriate inbox folders

To learn more about IM Best Practices contact your departmental IM division or visit the OCIO website: www.ocio.gov.nl.ca

For more information visit **www.ocio.gov.nl.ca**
or email us at IM@GOV.NL.CA

