# Quick Review of Data Security

## PASSWORD SECURITY

### SECURE PASSWORD BEST PRACTICES

- Mix capital and lowercase letters with numbers and special characters to make passwords more complex.
- Avoid using words that can be found in a dictionary. Deliberate misspellings or using numbers or symbols for letters can help. Using @ for the letter "A" or the number one for the letter "L" are some common examples.
- Use unique passwords for each program, device, service or location.
- Longer passwords are generally more secure than shorter passwords. Passphrases are a good way to make longer passwords while still being easy to remember. A statement, such as "dogs are awesome" could be a password if the spaces between the words are removed, (e.g., dogsAreawesome).
  - Consider replacing certain letters with numbers, special characters or abbreviations such as replacing the letter "O" with the number zero or shortening the word "are" to the letter "R," (e.g., d0gsRawes0me).
- Change passwords regularly.
- Avoid storing or writing down passwords in an easy-to-find location.
- Do not share passwords with anyone.