

## Protect Your Work Email

In today's interconnected digital landscape, maintaining the distinction between professional and personal life is crucial, especially when it comes to your email usage. Using your work email address for personal websites might seem convenient, but this practice can pose significant risks. Let's explore why you should avoid this and how to protect your privacy better.

### Why Mixing Work and Personal Email is Risky

- 1. Data Privacy Concerns:** Using a work email on personal sites increases the risk of your professional data being exposed. If a site is compromised, your work email and potentially sensitive information could be leaked.
- 2. Spam and Phishing Attacks:** When you use a work email on various personal platforms, it can end up on spam lists, increasing the chance of receiving phishing attempts. This not only clutters your inbox but also poses a security threat to your organization if malicious emails are opened.

### Recommendations for Safe Email Practices

- **Use a Personal Email Address:** Always create and use a dedicated personal email address for personal activities and websites. Free email services like Gmail, Yahoo, or Outlook offer robust security features and are easy to set up.
- **Enable Two-Factor Authentication (2FA):** For both personal and work emails, enabling 2FA adds an extra layer of security. This feature ensures that even if your password is compromised, unauthorized access is still prevented.
- **Regularly Update Passwords:** Change your passwords regularly and use a password manager to create and store strong, unique passwords for each account. Avoid using the same password across multiple sites.
- **Stay Informed and Alert:** Be aware of phishing attempts and suspicious emails. Never click on unknown links or download attachments from unfamiliar sources. Regularly educate yourself on the latest cybersecurity threats to stay ahead.

Your email is a gateway to your professional and personal worlds. By keeping your work email strictly for professional use, you protect your privacy and reduce the risk of data breaches. Implementing these recommended practices can help safeguard your information and maintain the integrity of your online presence.

For any questions or further guidance on email security, feel free to reach out to the Infosec Team at [Infosec@phl.org](mailto:Infosec@phl.org). Thank you and may you continue to do your part in keeping PHL and PNE secure!