



## **PROTECTING YOUR PRIVACY**

**READ** carefully all information that comes from financial institutions, including their privacy policy. Return Opt Out notices promptly.

**Opt Out** of pre-approved credit and insurance offers for 5 years  
(888)-567-8688, or go to [www.optoutprescreen.com](http://www.optoutprescreen.com)

Reduce telemarketing calls and junk mail, go to the Direct Marketing Association's website; [www.dma.org](http://www.dma.org), (consumer assistance.)

To reduce unwanted emails for one year, go to [www.dmachoice.org](http://www.dmachoice.org).

Place your home phone number on the National Do Not Call List, (888-382-1222, [www.donotcall.gov](http://www.donotcall.gov)).

**Avoid** entering sweepstakes and contests, ( your name will go on more mailing lists.) To have your name removed from major sweepstakes mailers, contact the following companies:

- \* Publishers Clearinghouse, 101 Channel Drive, Port Washington, NY 11050,  
(800) 645-9242
- \* Readers Digest, Readers Digest Rd., Pleasantville, NY 10570,  
(800) 234-9000
- \* American Family Publishers, P.O. Box 62000, Tampa, FL 33662,  
(800) 237-2400

Be protective of your **Social Security Number**, do not have it printed on checks. Give it out only when required, (tax forms, employment records, banking and stock transactions)

When filling out warranty and product registration cards, give only name, address, and product information

To remove your name from catalog mailing lists, go to [www.catalogchoice.org](http://www.catalogchoice.org)

**Shred ALL** personal information, (pre-approved credit applications, credit card receipts,

bank statements, etc. before disposing)

**Never give out personal information** over the phone, through the mail or on the Internet, unless you have initiated the contact, know who you're dealing with, and how the information will be used

Make Internet purchases from encrypted sites only, (look for sites beginning with https)

Use a **corded phone** when discussing personal information

Never leave receipts at ATM's, bank counters, or gas pumps

**Remove mail promptly from your mailbox**, or use a PO Box for sensitive mail

**To obtain this factsheet in an alternative format, please contact the Office of Consumer Affairs at 410-313-6420(voice/relay) or email us at [consumer@howardcountymd.gov](mailto:consumer@howardcountymd.gov).**