



What is Information Security?

Information Security keeps your data safe from unauthorized access and changes, ensure it is always confidential, accurate, and available. Our team is always available to respond to questions or concerns and provide guidance and support for:

Providing information security policy documents

Helping with suspicious emails

Answering questions about compliance and audit

Help Keep Lithia & Driveway Safe

Let's be better safe than sorry when it comes to information security. If an email looks suspicious, click the "Report Message" button in Outlook or contact informationsecurity@lithia.com.



Protecting Data & Reducing Risk

Personal Information Protocol

✓ Do

- Toss any document with your customer's personal information in a designated shred bin.
- Keep your desk clean and computer locked.

✗ Don't

- Toss customer's personal information in an open trash can.
- Leave documents with confidential or customer information laying around in public areas.

Ways Hackers Get In:

1. Unlocked or unattended computer screens.
2. Unencrypted emails requesting customer's personal information.
3. Fake login pages sent through phishing emails.

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There's Plenty of Phish in the Sea

Bad actors can target anyone in the company by:

- Performing scams through phone calls, emails, or text messages.
- Coerce you into giving up private information by impersonating someone you know.
- Creating a false sense of urgency around a demand.
- Fabricate a situation that is too good to be true.

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Protection Powered by People!

Take Personal Ownership of our security by following these three rules:



Keep Our Buildings Secure

Do not leave doors propped open, swipe the badge of each person entering a facility, even when entering a group, and if you don't recognize a person, ask to see their company ID.

Be Mindful of Your Display

Be aware of who else can see the information on your screen.
Keep your desk clean and computer locked.

Report Lost or Stolen Devices

It's critical that you report the loss of any company-issued laptops, tablets, or mobile devices to Information Security **immediately**.

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