

FINANCIAL

ATM Safety Tips:

- Be alert and conscious of your surroundings when using the ATM.
- Never give your card or PIN (Personal Identification Number) to anyone, for any reason.
- Don't write your PIN on the card or anything that is kept with the card.
- Do not insert your card until asked to do so by the display screen.
- Never use an ATM with a blank screen and, if the ATM is obscured from view or poorly lit, leave immediately and find another ATM.
- Stand close to the ATM and use your body and hand as shield to make sure nobody sees you keying in your PIN.
- Also, make sure you keep your hand over the card slot to make sure nobody can swop or take your card.
- Never accept help from strangers when using the ATM. You should be wary of strangers asking for help.
- Criminals work in teams - one to distract you while the other steals your card or money.
- If your card is retained (swallowed) by the ATM it is advisable to phone your bank toll free stop card line immediately and stop your card.
- Never allow a bystander to call the toll free stop card line on your behalf - they could be tricking you into thinking your card has been stopped.
- Guards are placed at ATMs to discourage criminal activities and therefore cannot help you with transactions.
- If you need help, ask a bank official.
- It is advisable to set a daily ATM withdrawal limit at your branch.

Explosions At ATMs:

- Explosions at ATMs are a new crime that has spiralled.
- When approaching an ATM and it has been damaged, report to **10111** immediately in the following cases:
 - If an ATM has been damaged or if any unknown items protrude from it.
 - If smoke or flames are visible at or in the machine as this is a sure sign of a pending explosion. (Also move away from the ATM immediately)
 - In case of any suspicious activity/persons at or near an ATM
- Once the charges have been activated there is nothing that can be done to deactivate the explosives.
- Shrapnel and debris from an explosion can travel for several hundred metres.
- People must be moved away as far as possible and take cover behind something solid, such as a building.

Identity Theft Prevention:

Identity theft is one of the fastest growing crimes. It can occur when a criminal steals personal identifying information such as name, date of birth, ID number and use it for their own gain. These thefts can occur through lost or stolen credit or debit cards, non-secure on-line transactions, personal information recovered from your garbage, and most frequently, stolen mail from your mail box.

Basic Safety Tips:

- Don't carry important numbers or passwords with you.
- Memorise your ID Number.
- Don't use your date of birth as your password.
- Never leave receipts behind.

Credit/Debit Cards:

- Sign your new credit/debit cards immediately.
- Report lost/stolen credit and debit cards immediately. Make sure you keep the numbers of the issuers somewhere besides on the back of your cards!
- Always check your monthly statements carefully.

Mail:

- Don't leave mail in your mail box for more than a day. if you are gone, arrange for a trusted neighbour or friend to pick up your mail.
- Shred or tear up all unnecessary mail/documents that have your personal information on them.

On-Line Transactions:

- Never put credit/debit card numbers through a website unless it offers a secure transaction.
- A secure transaction will have a "padlock" icon at the bottom strip of the web page. also, the URL address will change from "http" to "https" on the page where you input your personal information.

Report Crime:

- On campus call Risk Management Services (RMS) at:

Edgewood	031 260 3493
Howard College	031 260 3777
Medical School	031 260 3777
Pietermaritzburg	033 260 5211
Westville	031 260 7133

- Off campus call your local police as soon as possible.