

# Identity theft

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How to keep  
your identity  
safe.

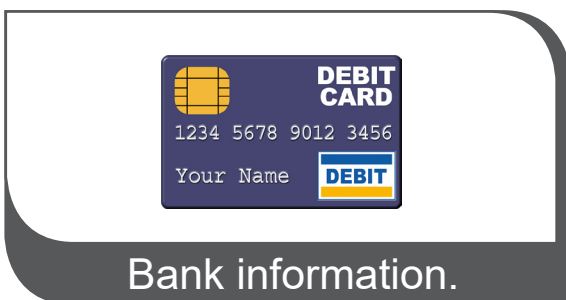
## Easy Read Factsheet



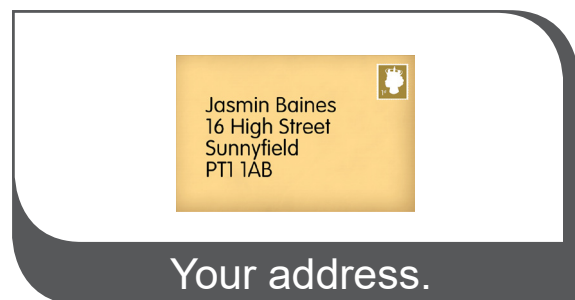
Thieves can use your information  
to buy things and borrow money.

It is important to keep your identity safe.

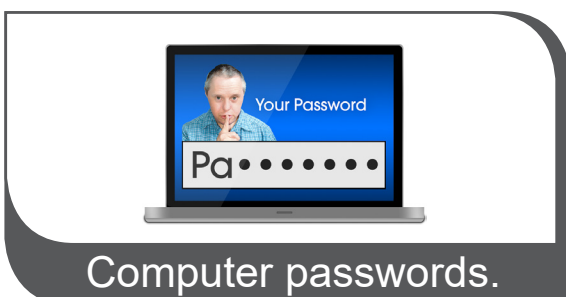
Examples of things you need to keep private and safe:



Bank information.



Your address.



Computer passwords.



Important documents.

Keep important information locked away.



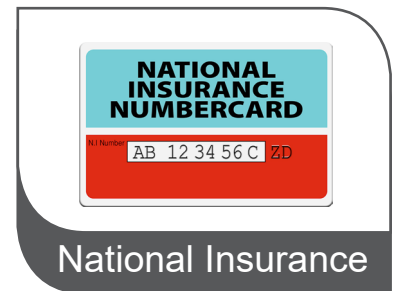
This includes information like:



Passport



Bank statements



National Insurance



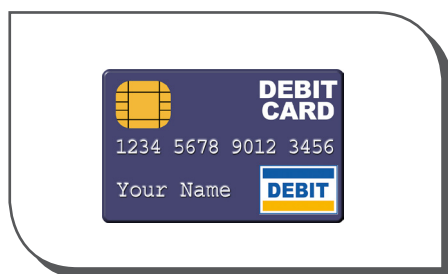
Driving licence



Birth certificat

If any important information is lost or stolen report it straight away.

If things are stolen always tell the Police.



Tell your bank if your bank card or chequebook is lost or stolen.



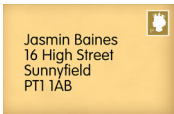
If documents are lost or stolen report this to the organisation you get them from.

Check your bank statements very carefully.



Tell your bank straight away if payments have been made you didn't expect.

Shred any letters or information that has your address on before you throw it away.



What to do if you move home.

Tell your bank and other people who send you letters your new address.



Ask Royal Mail to re-direct your letters to your new address for at least a year. This does cost money.

Keep your computer passwords and PIN numbers for cards private.



Never tell anyone your passwords or PIN numbers, even if they say they are from your bank.

Never keep a copy of your password and PIN numbers in your purse or wallet.



Tell the Police if anyone steals your money or property.



Phone 101 to talk to the Police.  
Phone 999 in an emergency.

Go to [www.derbyshire.gov.uk/keepingsafe](http://www.derbyshire.gov.uk/keepingsafe) to see all of our Keeping Safe Factsheets

If you feel you are being picked on you can also talk to Stop Hate UK by phoning this number.

**STOP HATE CRIME**  
**0800 138 1625**  
**24 HOUR HELP LINE**

Factsheet designed by The Clear Communication People Ltd in partnership with the 'Keeping Safe Project' - a Derbyshire County Council and MacIntyre funded project for people with learning disabilities. Adapted from original factsheet developed with Surrey Police as part of a Stop Hate Crime project funded by The Learning Disability Partnership Board in Surrey.