

HOW TO PROTECT YOUR SOCIAL INSURANCE NUMBER (SIN)

The best way to protect yourself from fraud is to protect your personal information. You should avoid sharing your SIN unless it is necessary. If someone else is using your SIN, report the fraud right away. Learn more: canada.ca/social-insurance-number

Do



Do store your SIN information safely

- Keep documents that show your SIN in a locked cabinet or security safe
- This includes SIN confirmation letters, SIN cards, and income tax documents
- Shred documents that show your personal information when you dispose of them
- View your SIN securely through your My Service Canada Account (MSCA) (canada.ca/my-service-canada-account)



Do use other documents to identify yourself

- Use your passport, driver's license, health card, or another document to prove your identity



Do know how to recognize scams

- Beware of phone calls, text messages, and email messages that:
 - claim that your SIN is compromised
 - offer to replace your SIN
 - threaten to lock or cancel your SIN
- Learn about scam and fraud prevention to protect yourself and your SIN (canada.ca/scamfraud)



Do provide your SIN only when you know the law requires it

- Before you agree to provide your SIN, ask about the purpose and if the law requires it
- The Directive on Social Insurance Number provides a list of federal laws that refer to SIN (tbs-sct.canada.ca/pol/doc-eng.aspx?id=13342)

Don't



Don't carry your SIN in public or leave it out in the open

- Don't keep your SIN card or letter in your wallet or bag
- Don't keep documents that show your SIN in unlocked drawers or on devices without password protection
- Don't recycle or dispose of documents that show your SIN without shredding them



Don't use your SIN card or letter as a piece of identification

- Your SIN letter or card isn't an identity document



Don't respond to an email, call, or text message that refers to your SIN, unless you know it's legitimate

- Never provide your SIN by phone unless you made the call and know that it is legally required
- Be cautious about:
 - messages from people you don't know
 - messages about something you didn't expect or ask for
 - offers, threats, and demands
 - requests to take urgent action
 - requests to provide personal information
- Be especially cautious about messages that claim to be from the government
- If you're unsure, contact the organization directly and ask if they contacted you



Don't provide your SIN to just anyone who asks for it

- You can decline to provide your SIN if the law doesn't require it
- If someone refuses you a service or product, you may file a privacy complaint with the Office of the Privacy Commissioner of Canada (priv.gc.ca)
- Learn more about what to do when someone asks for your SIN (priv.gc.ca/en/privacy-topics/sins-and-drivers-licences)

