

# *ANZ's Electronic Banking Security Guidelines*

## *Guidelines for your card and password security*

Your ANZ card, password, PIN, Telecode and other usernames or passwords are the key to accessing your accounts electronically. The security of your ANZ card, password, PIN, Telecode and other usernames or passwords is therefore very important.

These guidelines are designed to help you keep your card, PIN, Telecode and other passwords secure. By following these Guidelines, you can assist in preventing misuse of your ANZ card, password, PIN, Telecode and other usernames or passwords.

Liability for unauthorised transactions will be determined under the EFT Code of Conduct (as reflected in the ANZ Electronic Banking Conditions of Use, contained in your ANZ Product Disclosure Statement or product terms and conditions) and not under these guidelines.

### **Card security**

To help protect your card, you must:

- › sign the back of your card immediately on receipt;
- › not let anyone else use your card;
- › regularly check that you still have your card;
- › take reasonable steps to protect your card from loss or theft;
- › ensure that you retrieve your card after making a transaction;
- › notify ANZ immediately you become aware that your card has been lost or stolen, or has been used by someone else; and
- › destroy your card on the expiry date by cutting it diagonally in half (including any embedded microchip on the card, magnetic strip and security code).

### **Password, PIN and Telecode security**

To help protect your password, PIN and Telecode, you must:

- › not disclose your password, PIN or Telecode to anyone including a family member or friend (you may, however, disclose your ANZ Phone Banking Password (Security Code) to an ANZ officer, or where the account is a small business account, to an authorised user);
- › not enter your password into a web page which has been accessed by a link from an email, even if the email may appear to have been sent by ANZ. When accessing ANZ Internet Banking you should always enter [www.anz.com](http://www.anz.com) into your browser using the keyboard of your computer.



- › take care to prevent anyone else seeing your password or PIN being entered in electronic equipment or hearing you disclose your Phone Banking Password (Security Code) to an ANZ officer, or where the account is a small business account, to an authorised user;
- › not write or indicate your PIN on your card, even if it is disguised;
- › try to commit your password, PIN and/or Telecode to memory and not write or indicate your password, PIN or Telecode anywhere without reasonably disguising it;
- › notify ANZ immediately if you become aware that your password, PIN or Telecode record has been lost or stolen, or known or used by someone else;
- › not choose a password, PIN or Telecode which has an easily retrieved combination (for example, repeated numbers or letters); and
- › not choose a password, PIN or Telecode that is easily identified with you (for example, your birth date, car registration, telephone number or your name or part of it).

### **What is NOT a reasonable attempt to disguise a password, PIN or Telecode**

If you record your password, PIN or Telecode, you must make a reasonable attempt to disguise it. The following are examples of what is NOT a reasonable attempt to disguise your password, PIN or Telecode:

- › recording the password, PIN or Telecode in reverse order;
- › recording the password, PIN or Telecode as a telephone number where no other numbers are recorded;
- › recording the password, PIN or Telecode as a telephone number with the Password, PIN or Telecode in its correct sequence;
- › recording the password, PIN or Telecode among other numbers or letters with any of them marked to indicate the password, PIN or Telecode;
- › recording the password, PIN or Telecode disguised as a date (including your birth date) or as an amount; or
- › recording the password, PIN or Telecode in an easily understood code.

You must not use any other form of disguise that may be easily discovered by another person.

**For general enquiries, contact our ANZ Customer Service Centre on 13 13 14, 24 hours, 7 days. Hearing and speech impaired customers can utilise the TTY service: 1300 366 255. Alternatively, you may wish to contact us at our ANZ website, [www.anz.com](http://www.anz.com)**