



Data Protection Tips



ALL INFORMATION HAS A VALUE.

All the information you work with has value, think before you take it home. If you need to dispose of it, do this securely (confidential waste / shred it).



ONLY SHARE DATA WHEN YOU ARE ALLOWED TO.

There are many rules around sharing personal data. Be cautious when sharing data with others. Follow your companies policies, if you are not sure, ask.



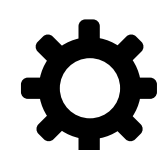
KNOW WHAT TO DO IF YOU'VE HAD A BREACH.

If you think you've made a mistake and it could have compromised personal data, make sure you report it immediately. This includes if it has happened outside working hours.



SENDING EMAILS, CHECK AND CHECK AGAIN.

Many breaches occur due to an incorrect recipient or the wrong attachment document. Do not rush, check the attachment, check the intended recipient, then hit send.



NEVER LEAVE INFORMATION UNATTENDED.

Always lock your computer in the office and at home. Never leave papers on your desk. If you are working on a train or at home, ensure others cannot see your screen.