

* Make privacy a priority in the workplace

Whether working in the office or at home, take a few simple steps to minimise potential privacy breaches caused by human error.

Am I authorised to access or view this personal information?



Do an identity check to verify you're talking to the right person

"My address is 4 Mary St"



New Message


To: D...

Daniel Black

Dan Tan

Daniella Green

If Outlook 'auto-completes' an email address - check it's correct



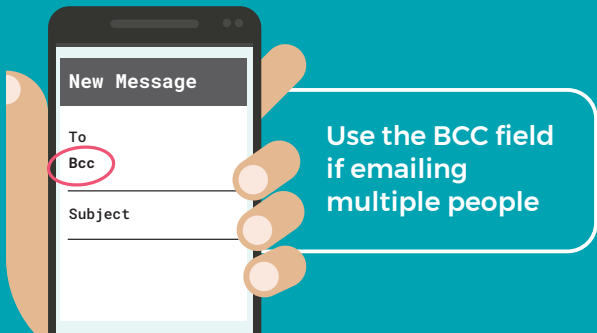
New Message

To

Bcc

Subject

Use the BCC field if emailing multiple people



Don't hit 'Reply All' in emails unless it has to go to everyone




Keep personal information secure wherever you work AND when transporting or storing it



Check before you send your email!

Only to the right people?

Are the attachments correct?



Make sure the right letter goes in the right envelope

John Smith
22 Gordon Street
QLD 4162

