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TIPS FOR KEEPING SENSITIVE INFORMATION

from Prying Eyes

1

DESTROY DOCUMENTS

Shred all confidential paper waste from sales figures to CVs and ensure sensitive documents don't fall into the wrong hands.

2

DON'T LEAVE PAPERWORK BEHIND

We're all guilty of leaving paperwork in public places. Remember to check the printer, photocopier and meeting rooms for any documents you may have left behind.

3

PREVENT SHOULDER SURFING

Use a Privacy Screen to prevent prying eyes from seeing sensitive information that is on your laptop screen in public places.

4

ALWAYS SHRED

Never throw away confidential information in to a bin without shredding first. Identity thieves will "raid" rubbish bins to steal your private information. Remember it's not secure until its shredded!

5

AVOID FINES OF UP TO €20M/ £18.13M

The new General Data Protection Regulation (effective from 25 May 2018) impacts every company that holds citizens' data. Make sure you are GDPR compliant and protected against a massive fine.

OFFICE RULE #1

**KEEP IT
CONFIDENTIAL**

SHRED



ON-SCREEN RULE #1

**KEEP IT
CONFIDENTIAL**

PROTECT

