

Handling Sensitive Information

Be cyber-safe. It can take mere seconds for sensitive information to get out. Use these tips when handling sensitive information at the office or on the go:



Don't leave messages containing sensitive information on voicemail.



Collect sensitive information from printers or faxes immediately.



Don't let others access sensitive information. Lock your workstation or laptop when not in use.



Don't leave confidential documents on your desk when you're not there. Lock them safely away.



Don't discuss sensitive information (on your mobile or in-person) in public areas such as lifts or cafés.