

Who's Listening in?

Be aware of who maybe
listening, when sharing confidential
information on the phone.

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How do You Use yours?

Encrypt anything you need to keep private

Secure your memory stick - store it safely

Keep another copy of all files



Some interesting stats...

- €20 million or 4% of annual global turnover for when an organisation does not comply with the principles of GDPR
- €10 million or 2% of annual global turnover for breaches of obligations of GDPR

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Are they Reading what you're reading?

Take **extra care** with confidential data when working out of the office.

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Follow a Clear desk policy

1. Lock/turn off you computer
2. Put confidential papers away
3. Don't leave smartphones or other portable devices unlocked/unattended on your desk for any length of time
4. Don't leave your security pass or keys unattended
5. Ensure documents containing sensitive information are disposed of securely
6. Lock your desk drawers and cabinets before leaving for the day



How safe is your smartphone?

- Is it encrypted and password protected?
- Is it protected with up-to-date antivirus software?
- What apps have you downloaded? Did you know that many carry malware and spyware?
- Do you access work emails and documents with yours?
- Do you use public wifi without a VPN?

Know the risks. Protect yourself and you clients.

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Using a Secure network?

- Be aware of what you communicate when using portable devices:
- Use public wifi networks with care
- Use a VPN
- Login to a secure work desktop if available
- Encrypt sensitive documents before sending, **especially** if using a public network.

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