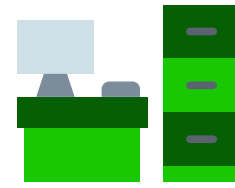


Data Protection

Checklist



KEEPING DATA SAFE IN YOUR WORKSPACE

Follow an end of day clear desk policy to ensure personal data is secure before you leave.



Lock filing cabinets and desk drawers before you leave and ensure the key is kept securely.

Don't keep personal data for the sake of it. If you can, dispose of it securely.

Lock your computer whenever it is left unattended. It only takes seconds to access it if you don't.

Try to keep your computer screen private - who can see what you're working on?

