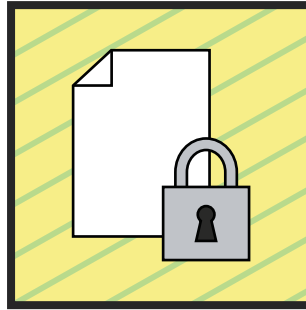


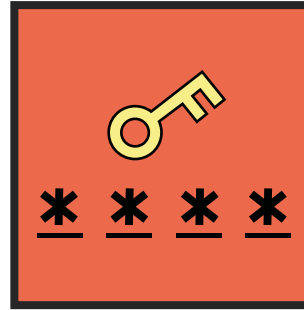
TIPS AND HINTS TO LOWER YOUR RISK OF A DATA BREACH



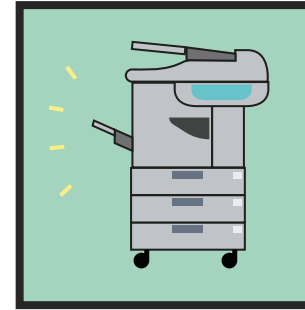
Keep your desk clear



Keep files securely



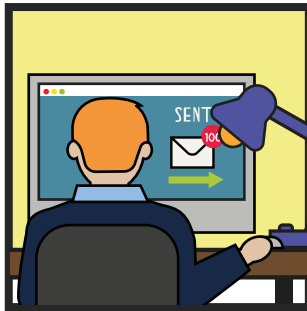
Use strong passwords and change from time to time



Claim printing and photocopying straight away



Password protect documents containing sensitive data



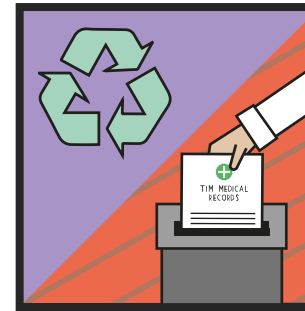
Take care with emails
Check what you're sending and who to



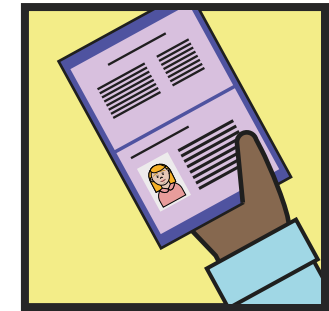
Save documents in a secure area



Don't open suspicious emails



Dispose of paper sensibly. Recycle or shred?



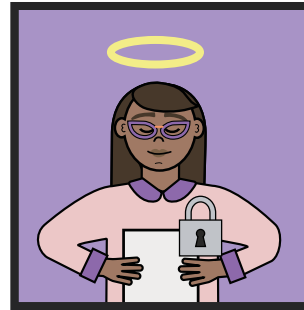
If you are unsure, don't be afraid to check someone's identity



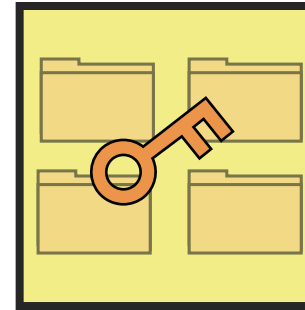
Follow your firm's policies and procedures



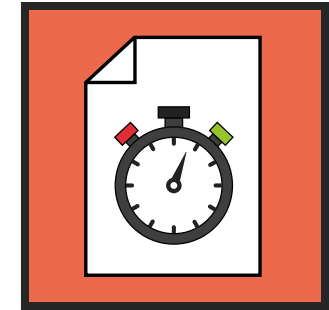
Suspect a data breach?
Report it straight away



Treat client data as you would like your data to be treated



Don't remove files from the office unless absolutely necessary



Make sure personal data is accurate and up to date

Remember

You only have 72 hours to report the breach.

You must tell the person responsible for data as soon as you think there has been a breach.

If you are unsure of what to do, speak to:

the person responsible for data.

T +44 (0)20 7183 5683
T +44 (0)1727 798000
salaw.com



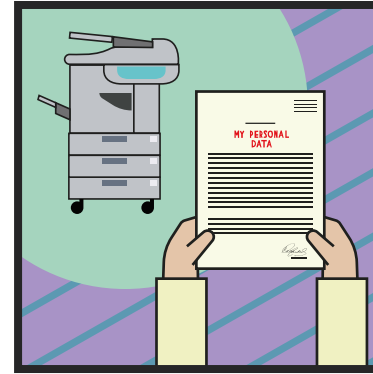
WHEN TO REPORT A DATA BREACH



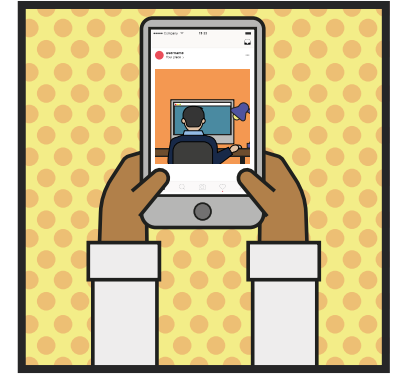
You lose your memory stick which has confidential files on it



You send an email with personal information in it to the wrong person



You leave sensitive information on a photocopier



You share a photo of your workspace on social media and there's personal data within it



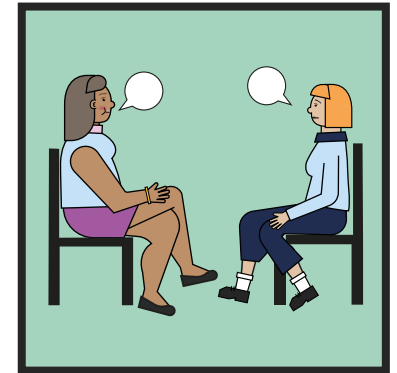
You receive an email with sensitive information that wasn't meant for you



Disclosing information to an unauthorised person in a conversation.



You send a customer a folder of documents but it has someone else's confidential paperwork in it



If you don't know, speak to the person responsible for your data

Remember

You only have 72 hours to report the breach.

You must tell the person responsible for data as soon as you think there has been a breach.

If you are unsure of what to do, speak to:

the person responsible for data.