## Golden rules for handling personal data



# 0

- Don't share your passwords
- Lock Away your papers when you are away from your desk
- Lock your laptop/tablet whenever you leave it



# 02

- Beware when sharing personal data - ask what, why and how?
- Don't work with personal data on personal devices that are not encrypted
- User Warwick Systems to access your emails and documents



- Incidents happen!.
  Tell us when things are lost, stolen or shared by mistake
- Using the reporting procedure means we can help you take the right actions



# 04

- Do not keep personal data longer than you need it, follow warwick retention guide
- Dispose of personal data with care-record how and when

### Do's

# 01

# BE CAUTIOUS



Scammers can hack email accounts and add attachments that have been infected with viruses



#### TAKE PRECAUTIONS



Do install antivirus and firewall programs to your personal computers

They protect your computer from malicious files and gives you a warning on detecting any harmful file

03

#### REGULAR CHECK



Check financial statements and credit reports regularly

Read your bank accout and credit card statements to be sure of all authorized charges

## **Don'ts**

01

## DON'T SEND SENSITIVE DATA



Don't send sensitive data or any legitimate business details over email.

No Business owner will ask you to send sensitive information over email

02

#### DON'T CLICK LINKS IN EMAIL



Do not click on "VERIFY YOUR ACCOUNT" or "LOGIN" links in any email,

Always open then in a new windom and user institution's page to login

03

## BE WARY OF EMAILS



Do not reply to , click on links , or open attachments in suspicious emails.

Use good judgement and be wary of any email that doesn't quite seem right