

# Daily Do's and Don'ts for Data Security

## Do's

- Do Lock your computer terminal when you walk away! This prevents users other than yourself accessing sensitive information.
- Do double check the email address you are sending important emails to.
- Do stay alert and report suspicious activity.
- Do password protect devices.
- Do be cautious of suspicious emails or links.
- Do validate the identity of customers when discussing accounts. Ensure you are talking to the right person.
- Do ask for advice of your manager if need be. Data security is a serious matter.

## Don't's

- Don't be tricked into giving away confidential information. Ensure you are talking to the right person with the right authorization.
- Don't access information from an unprotected or unknown computer – eg an internet café as it could be compromised.
- Don't email Not Just IT or customer information to your personal email address.
- Don't leave sensitive information lying around the office. Particularly important if you are in a customer facing area.
- Don't plug in personal devices without having them checked to ensure they are not compromised. Check with the IT department.
- Don't install unauthorized programs on your work computer.
- Don't copy information onto flash drives. We have cloud solutions to prevent this from ever being needed.
- Don't save files on your desktop of your computer. Always store in your user folder so they are backed up on the server