Data Protection
is everyone's responsibility

EMAIL



Is sensitive information **encrypted**?
Are you sending to the **correct** recipient?
Don't use **personal** accounts for work.

PAPER



Don't leave sensitive paperwork **lying around**.
Lock it away when not in use.
Shred it when disposing.

DISKS



Memory sticks and hard drives must be **encrypted**.
Don't leave sticks and drives **lying around**.

TALKING



Having a sensitive conversation? Make sure you cannot be **overheard**.

COMPUTERS



Lock them / log out when unattended.
Don't leave them in **your car**.
Don't use your **own device** for work.

WWW



Don't sign other people up for **online** services.
Avoid non-approved **cloud storage**.
Discuss with the **Data Protection Officer** first.

PASSWORDS



Don't **share** them or **write them down**.
Don't use **one password** for everything.
Make your password **difficult** to guess.

Visit: bit.ly/HfLGDPR to find out more about our GDPR support service

For further guidance, speak to the Data Protection Officer.

Herts for Learning