



SYNAPSE³⁶⁰

How to Protect Your Business Data Everyday Do's and Don'ts

Do's



- Shred your personal data if in paper form
- Keep your usernames and passwords secure
- Be vigilant with emails and attachments
- Only use personal data when absolutely necessary
- Arrange a certified confidential waste disposal for large amounts of personal data
- Dispose of personal data promptly
- Report any data breaches immediately
- Log out when not using a digital service
- Verify an individual or organisation before handing over personal data

Don'ts



- Leave any personal information lying around
- Give your username or password to anyone
- Open emails or attachments from unknown sources
- Duplicate personal data unnecessarily, such as when printing
- Dispose of personal data in regular bins or recycling without shredding
- Download business data onto personal devices unless authorised
- Leave your computer logged in if you can access personal data from it
- Log on to public Wi-Fi or unsecured networks whilst working with personal data



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