



TOP TIPS TO PREVENT DATA BREACHES

1. BE HYPER CAUTIOUS ABOUT UNSOLICITED ATTACHMENTS AND LINKS



2. PROTECT & MANAGE YOUR PASSWORDS WITH HIGH VIGILANCE

3. ENSURE YOU USE THE BCC: FUNCTION FOR GROUP EMAILS



4. ALWAYS CHECK YOU ARE SENDING TO THE CORRECT RECIPIENT!

5. KEEP PAPERWORK AND DATA STORAGE DEVICES SECURE AND ACCOUNTED FOR AT ALL TIMES



6. DO NOT UPLOAD OR STORE WORK OR SENSITIVE DATA TO DOMESTIC-GRADE FILE SHARING SERVICES.

