Protecting Personal and Sensitive Data

Due to the rise of data leakage and security breaches, it is crucial for each user to play a critical role in safeguarding sensitive data and taking proactive steps to enhance our security measures.

Here are some key prevention actions and tips:

1. **Treat personal and sensitive data with utmost care**
   ➢ Avoid sharing personal and sensitive data unless necessary for work-related purposes.
2. **Verify the recipient's identity**
   ➢ Before sharing personal data with someone, double-check that you are sending it to the correct individual or organization
3. **Data minimization**
   ➢ Only collect and retain the data necessary for business purposes
4. **Data encryption**
   ➢ When transmitting or storing sensitive data, ensure it is encrypted or password-protected
5. **Secure data disposal**
   ➢ When disposing of documents or devices that contain personal information, follow proper procedures for secure shredding or data wiping