

Privacy

Awareness

Week

13 - 17 May 2019

# Protecting privacy is everyone's responsibility



## Preventing data breaches

### Think about what information is visible on your desk

Keep documents containing personal information out of sight and secure, for example in a locked drawer.

### Double check that you are sending an email to the right person before you send it

Make sure you don't use CC when you mean to use BCC.

### Look out for suspicious emails

Scammers will often try to play on your emotions, so watch out for aggressive or too good to be true emails, especially if they ask for you to take immediate action.

Victorian public sector organisations have a responsibility to protect the personal information they hold.

Read our Tip Sheet *Preventing Data Breaches* at [www.ovic.vic.gov.au/paw](http://www.ovic.vic.gov.au/paw)  
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