

Privacy

Awareness

Week

13 - 17 May 2019

**Protecting privacy is
everyone's responsibility**



Preventing data breaches

Data breaches commonly occur when personal information is disclosed to the wrong people, either accidentally or maliciously. They can violate human rights, as well as the law. All Victorian public servants have obligations to properly handle personal information.

For more information on data breaches visit the Office of the Victorian Information Commissioner's (OVIC) website at www.ovic.vic.gov.au.

Tips for preventing data breaches

- **Lock it** – Remember to lock your computer whenever you leave your desk. Consider setting your computer to lock automatically when it is inactive.
- **Phishing** – Be suspicious of emails that don't use your name in the greeting (e.g. 'Dear employee' instead of 'Dear John Smith'). 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.
- **Addresses** – 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. When you receive an email, check the address it came from to ensure the sender is who they say they are.
- **Desks** – Think about what information is visible on your desk. Don't keep your password on a post it note on your screen. Keep documents containing personal information out of sight and secure, for example in a locked drawer.

- **Whiteboards** – Be careful with whiteboards. If you're writing down personal information (e.g. names), make sure to wipe them clean when you are done with them.
- **Passwords** – Have different passwords for different accounts. At the very least have a different password for your workplace.
- **Printers** – If you are printing something containing personal information, pick it up straight away – don't leave it sitting in the printer. If your printers support it, consider using secure or locked printing.

If a data breach occurs

Data breaches can potentially cause serious harm to individuals, so it's important that you don't ignore or cover up the breach. Your first point of contact should be your organisation's Privacy Officer. You can also contact OVIC for additional advice and support.

More information

For more information about Privacy Awareness Week, go to www.ovic.vic.gov.au/paw

For more information about preventing data breaches please contact us on:

t: 1300 00 6842

e: enquiries@ovic.vic.gov.au