







<p>1</p> 	<p><b>Walls have ears</b></p> <p>Careless talk could cost confidentiality. Be careful what you say in open public areas. What you hear at work, stays at work.</p>
<p>2</p> 	<p><b>No ID = No Entry</b></p> <p>Always wear your ID when at work. If someone has no ID, then do not give them entry if you do not know who they are.</p>
<p>3</p> 	<p><b>Secure those doors</b></p> <p>Keep doors to secure areas locked. Lock filing cabinets at the end of the day.</p>
<p>4</p> 	<p><b>See it. Bin it</b></p> <p>Found a form or letter on the printer? Then return it to the owner or put it in the confidential waste bin.</p>
<p>5</p> 	<p><b>Clear desk. Clear screen</b></p> <p>All desks at work and home, to be kept clear of personal data when away from your desk. Lock your screen with Ctrl+F1.</p>
<p>6</p> 	<p><b>Verify, verify, verify</b></p> <p>Verify an incoming caller, verify an outgoing call recipient, verify a personal caller, verify a 3rd Party.</p>

<p>7</p> 	<p><b>Clear and concise records</b></p> <p>Keep to the facts. Be professional and objective. Correct your mistakes. If you can't justify or defend it, don't write it.</p>
<p>8</p> 	<p><b>Avoid email "Oh, nos!"</b></p> <p>Check and double check your email recipient. Attachments with personal data should be avoided. If you have to send data, it must be encrypted.</p>
<p>9</p> 	<p><b>Break the chain</b></p> <p>Avoid long email chains. Less recipients means greater control of the content. Pick up the phone.</p>
<p>10</p> 	<p><b>Don't leave it on the dash</b></p> <p>Lock any forms or portable devices in the glove box when away from your vehicle.</p>
<p>11</p> 	<p><b>Lock that device!</b></p> <p>Ensure all portable devices (phones, laptops, tablets etc) are locked when not in use. Set your PIN - and use it.</p>
<p>12</p> 	<p><b>Report it!</b></p> <p>If you have any concerns about data being lost or misused, report it. Email <a href="mailto:dpo@fortisliving.com">dpo@fortisliving.com</a></p>