



Datastrophe

[day-tas-tro-fee] *noun*

Large scale incident where personal information about customers, Members or colleagues is lost, stolen or used inappropriately.

**Personal information must be kept safe
and only used by the right people for the
right reasons.**



Protecting information.
It's all about you.



Screenshot

[skr-eem-shott] *noun*

The moment personal information is inappropriately shared on social media.

Never share personal information on social media about our customers, members, or colleagues unless you've got their permission.



Protecting information.
It's all about you.



Infogestion

[in-fow-jes-chun] *noun*

When you take more information than you really need.

Only collect and keep personal information that you need. Don't ask for information unless you can justify how it will be used.



Protecting information.
It's all about you.



Printcident

[prin-ts-i-dent] *noun*

When personal information is left lying uncollected on the printer.

Make sure you collect your printing promptly. If you find personal information at the printer, dispose of it securely.



Protecting information.
It's all about you.