Keeping personal information safe
Checklist for employees

As data breaches become more common the need to protect personal information from cyber criminals is vital. You don't need a high-tech security team – follow our checklist and protect the personal information of employees, customers and your business.

Employees should:

- ☐ Create strong passphrases which are long and include letters, numbers and symbols.
- ☐ Change your passwords regularly or use a reliable password manager.
- ☐ Only use personal information for the purpose for which it was collected.
- ☐ Tell people what information you're collecting and why.
- ☐ Store all personal and sensitive information safely.
- ☐ Delete personal and sensitive information that's no longer needed.
- ☐ Speak up if an incident occurs and report anything suspicious.

Personal information is more than a name, address or phone number. It also includes bank details, employment history and records, credit information – even a resume. Formal identification documents with personal information include a driver licence, Medicare card or passport.

For more information visit **nsw.gov.au** and search 'ID Support NSW' or call **1800 001 040**

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