

# Safety tables

## PERSONAL DATA PROTECTION



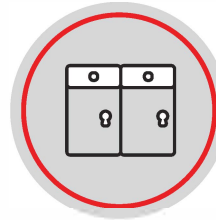
Lock your computer screen whenever you leave your workplace.



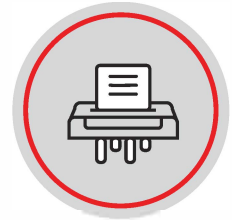
Encrypt sensitive information that you send via email.



Before sending the message, please make sure that you are sending it to the right person



Store documents and media containing personal data in closed lockers.



Destroy unnecessary documents in a shredder.



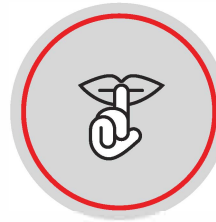
If you have been asked to provide data, verify the basis of the request.



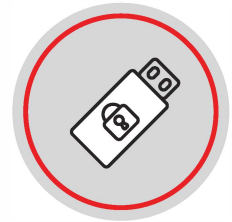
When sending an email to multiple recipients, use the "Hidden message (bcc)" function



Use secure passwords and change them regularly.



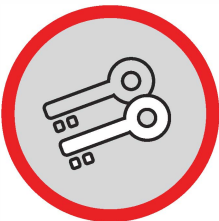
Keep confidential the personal data and the method of securing it that you have access to.



Use encrypted electronic data carriers - eg USB flash drive.

# Don't do that

## PERSONAL DATA PROTECTION



Do not leave keys in door locks or on your desk.



Do not leave documents in the printer.



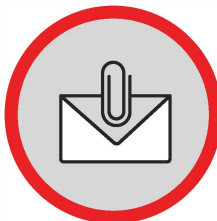
Do not throw documents containing personal data into the trash.



Do not use sound devices to connect to public WIFI.



Do not postpone system, program or application updates later.



Do not open attachments or links from unknown email addresses.



Do not download or install software from unknown source.



Do not leave documents containing personal data on the desk or in places out of constant supervision



Do not give out personal information over the phone unless you are sure who you are talking with.