

THINK BEFORE YOU PRINT ...

- ... any file or output from SIMS that includes personal or sensitive data ...
 - ... do you *really* need a printed copy of it?
- ... or can you access it on the school's system or the MLE when you need it?

THINK BEFORE YOU COPY ...

- ... any file or output from SIMS that includes personal or sensitive data ...
 - ... do you *really* need it on a memory stick or on the local drive of your laptop?
 - ... if you do, how secure is the data?
- ... or can you access it on the school's system or the MLE when you need it?

THINK BEFORE YOU LEAVE YOUR PC UNATTENDED ...

- ... have you done Ctrl+Alt+Del and Lock Computer?
 - ...even when you are working at home or anywhere away from your office

THINK BEFORE YOU LEAVE YOUR DESK ...

- ... have you put away any papers with personal or sensitive data, and password details?
 - ...even when you are working at home or anywhere away from your office