PRIVACY QUICK REMINDERS

Data Minimisation

Only collect and use
what is necessary.

Avoid:

- Excess data
- “Just in case” collection or use
- Full datasets unless required

Principle

Risk

Think Before You Forward

Before sharing or forwarding,
consider:

- Does the recipient need it?
- Is forwarding appropriate?

Check Before You Share

Only share personal information
if necessary.

Ask:

- Right recipient?
- Secure method?
- Can it be reduced or removed?
- Summary or de-identified version sufficient?

Decision