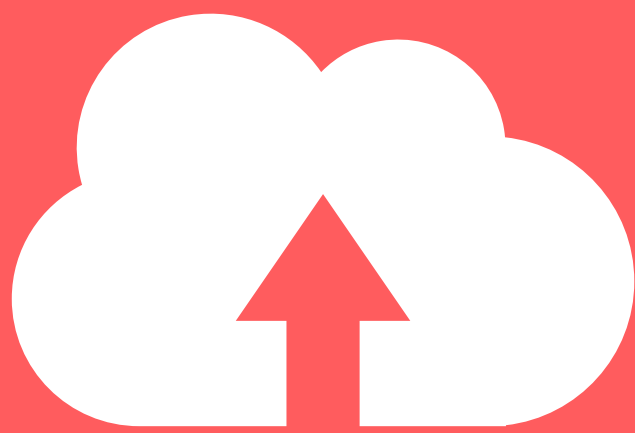


**Store Smart.
Share Safer.**



HANDLING PERSONAL INFORMATION THE RIGHT WAY.

Common issue

Personal information stored or shared through unsecured or uncontrolled channels.

When to use

When storing or sharing personal information, including across systems, platforms, or via correspondence.

Recommended Safeguards

- Use approved systems (Content Manager, SMS, SharePoint)
- Avoid duplicate copies via email
- Link, don't attach
- Limit access to need-to-know

Why this matters

Attachments can be forwarded or stored beyond intended recipients, increasing unauthorised disclosure risk. **Use approved systems with controlled access.**

Key Insight

SharePoint links provide more control than attachments: you can revoke access, see if it's been opened, and respond quickly if sent in error - often avoiding a breach.