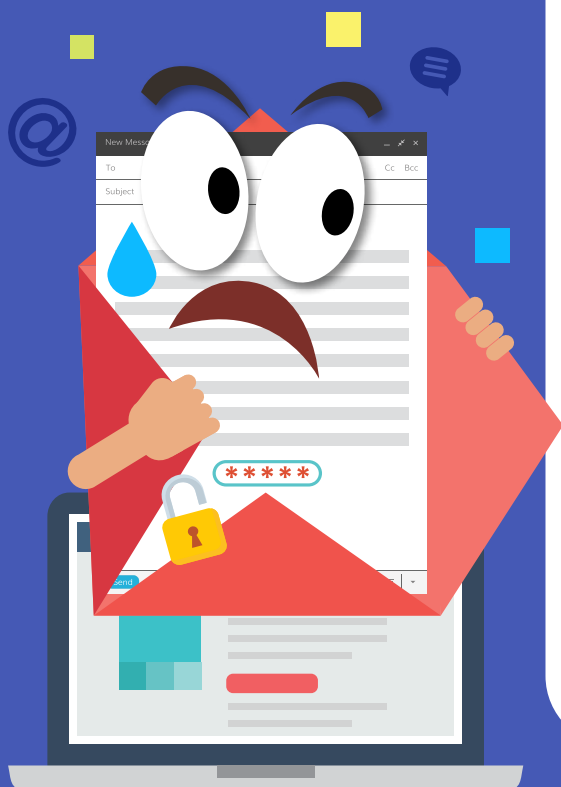


EMAILS CAN BE REVEALING

Do you know that email is one of the most common sources of accidental personal data disclosures? Protect your mail content and data with these tips:



1. CHECK

- ✓ Review your recipient list to ensure there is no unintended recipient.
- ✓ Mask or remove any personal data not required for the intended recipient.

2. PROTECT

- ✓ Encrypt attachments containing personal data with password-protection.
 - Ensure a strong password is used.
 - The password should be communicated to the recipient separately.

3. SCHEDULE

- ✓ Opt for delayed delivery in case you need to rescue any would-be accidents.