

Think. Check. Share.

Communicating the  
importance of information  
security to staff

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Information Commissioner's Office

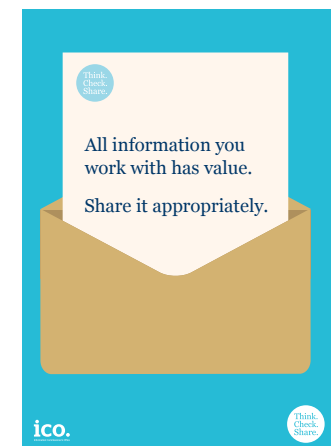
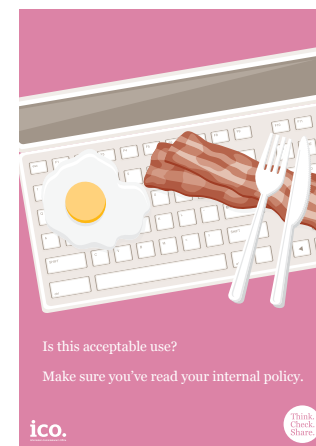
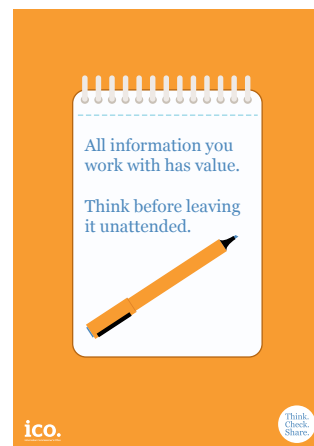
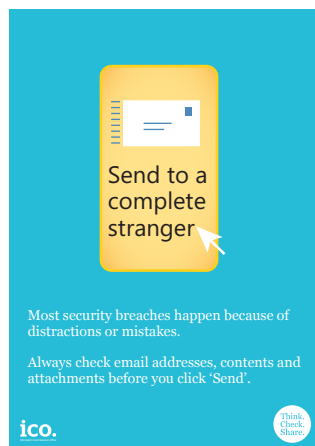
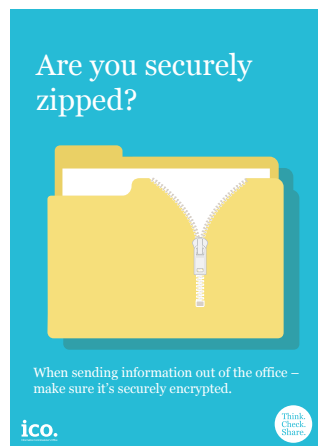
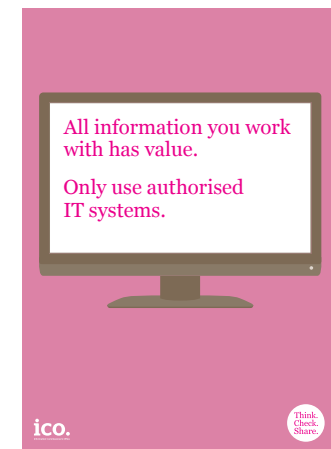
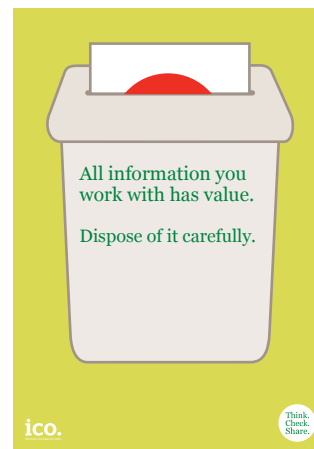
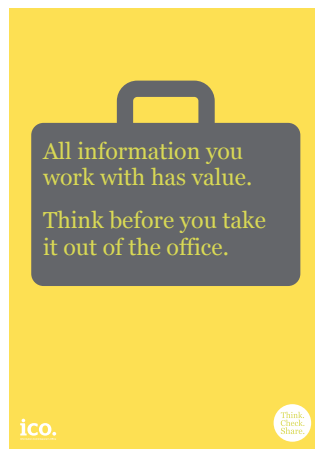
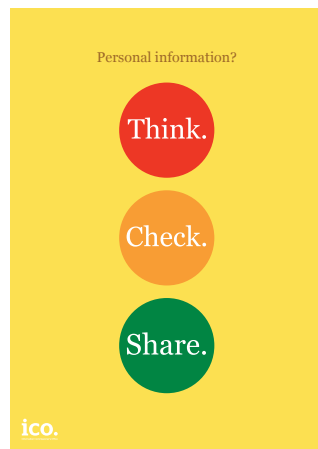
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# Overview

We've created a suite of posters to help your staff take extra care when sharing work information.

The posters cover some of the most common mistakes we see, including sending information to the wrong recipient, leaving work documents in public view or not appropriately disposing of information.

The posters are available to use within your organisation, and can be printed at A4 or A3 sizes. Click the thumbnails below to view a poster.



Personal information?

Think.

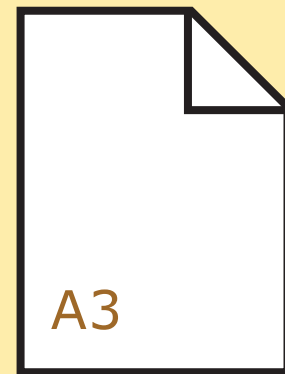
Check.

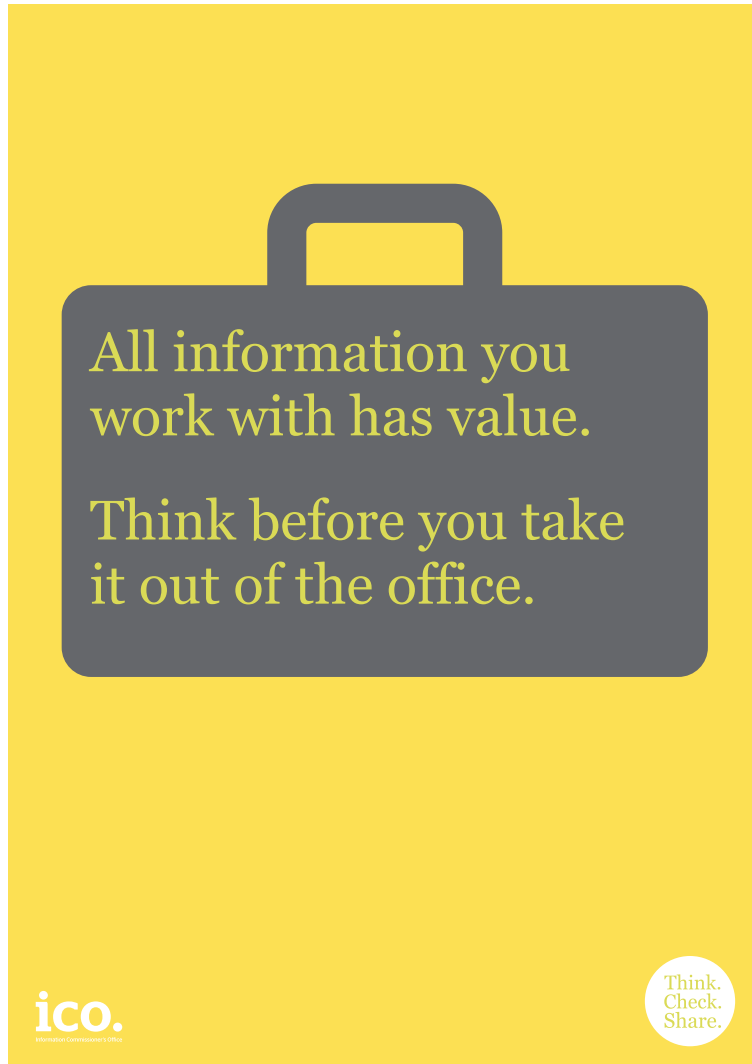
Share.

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## Think. Check. Share. poster

Printable pdfs have been created in A3 and A4 format. Click on the icons below to download them to your desktop. Print from your desktop printer.

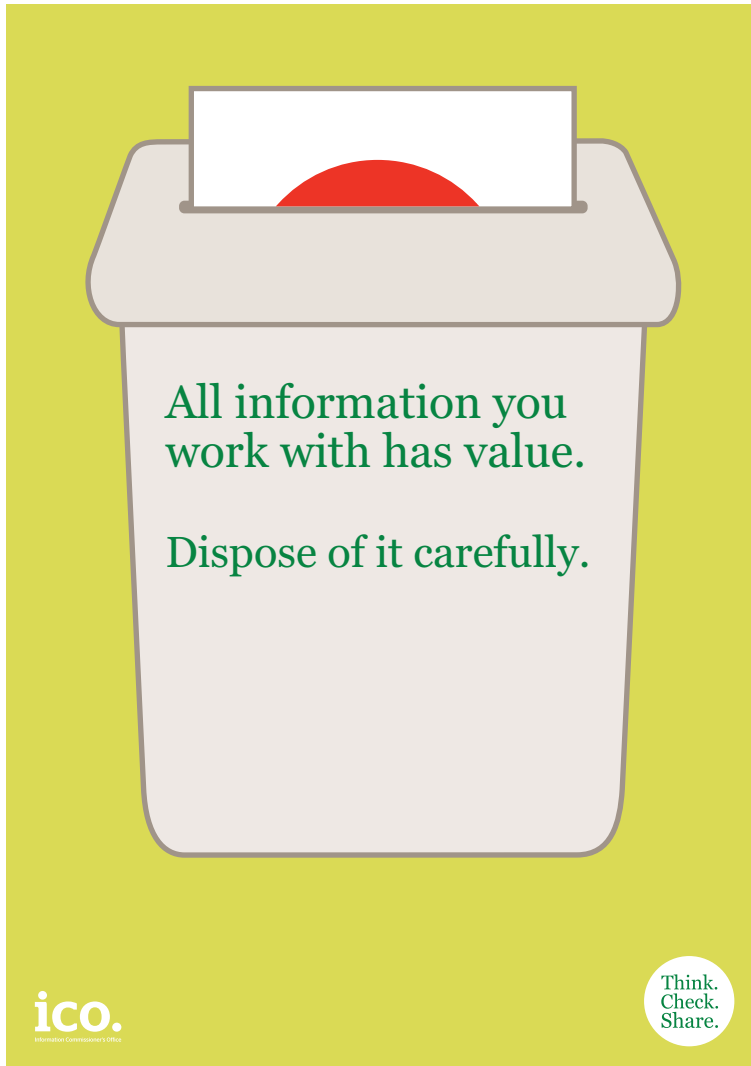




## Out of office use of personal information poster

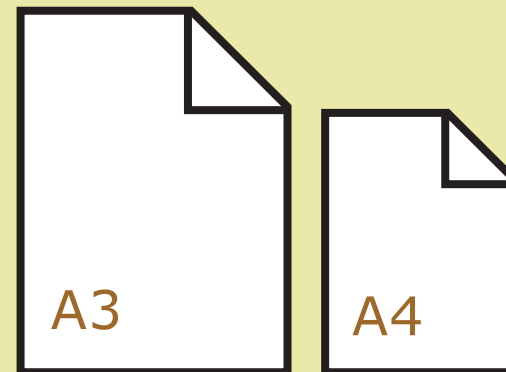
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## Appropriate disposal of personal information poster

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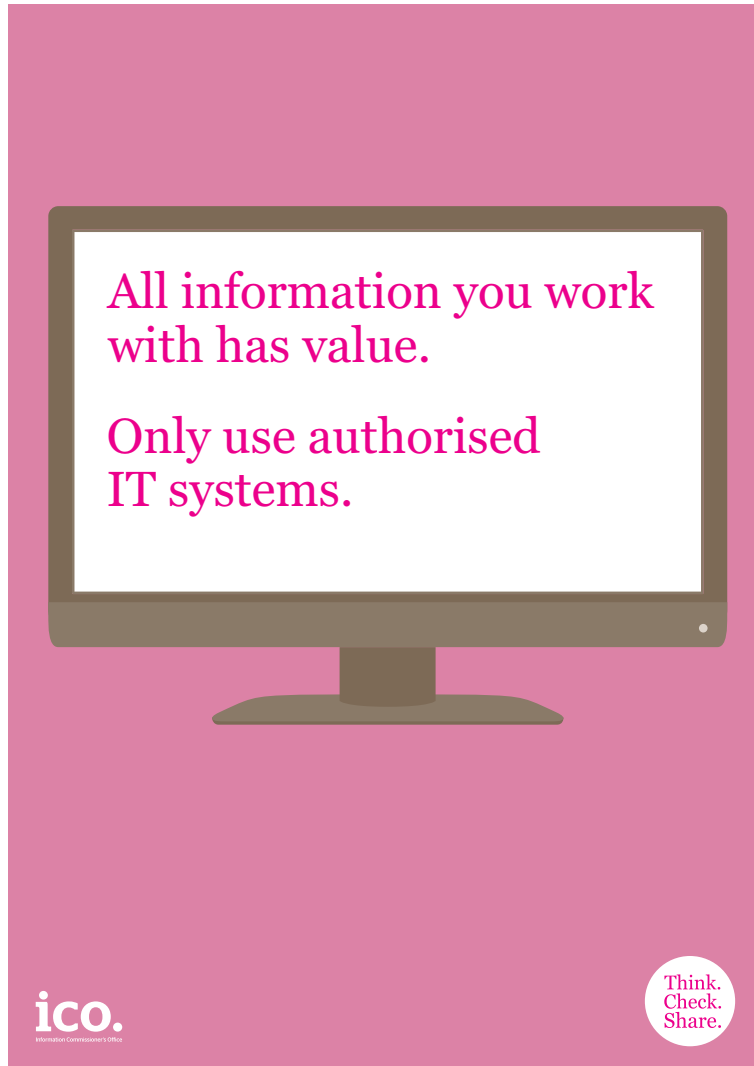




## Phishing email awareness poster

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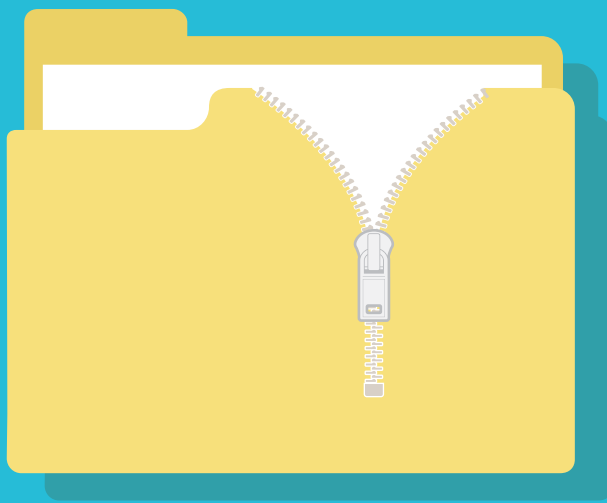


## Use of authorised IT systems poster

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# Are you securely zipped?



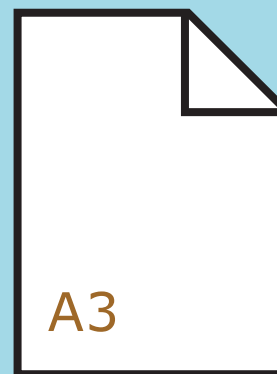
When sending information out of the office – make sure it's securely encrypted.

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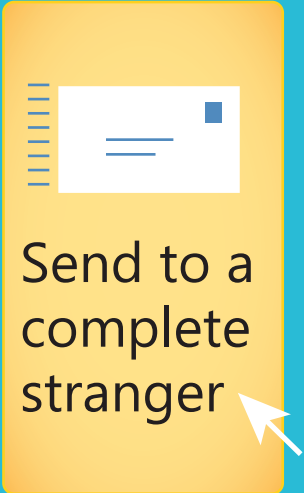
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## Encryption of information poster

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Send to a complete stranger

Most security breaches happen because of distractions or mistakes.

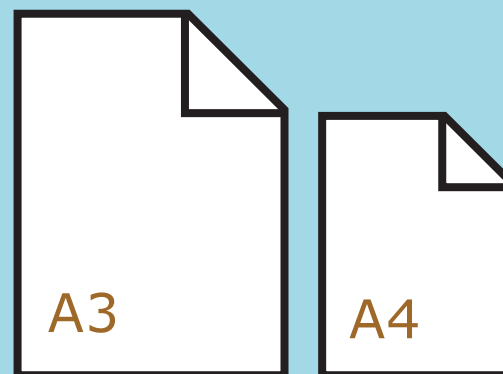
Always check email addresses, contents and attachments before you click 'Send'.

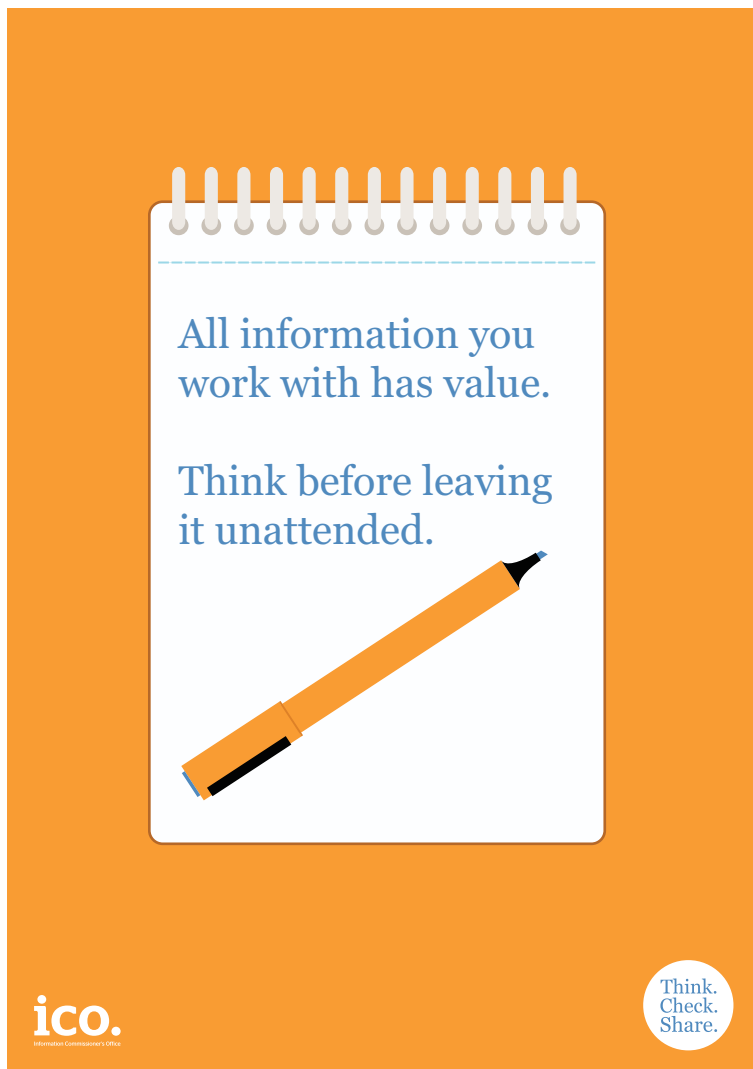
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## Emailing personal information poster

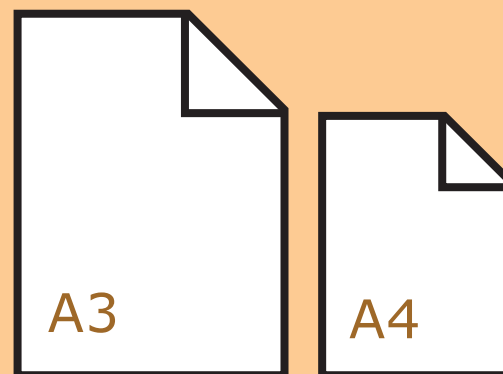
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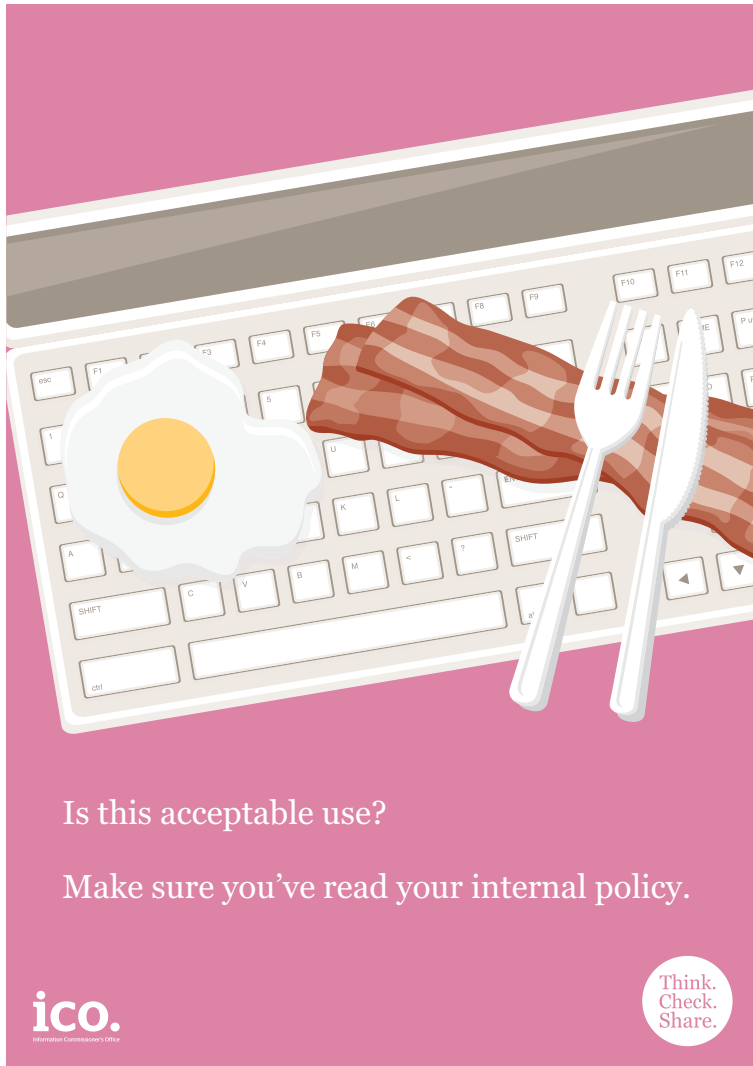




## Leaving information unattended poster

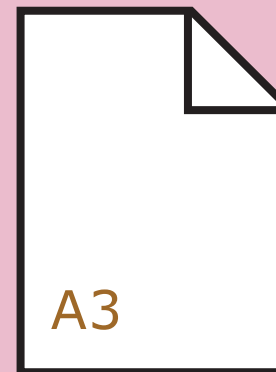
Printable pdfs have been created in A3 and A4 format. Click on the icons below to download them to your desktop. Print from your desktop printer.

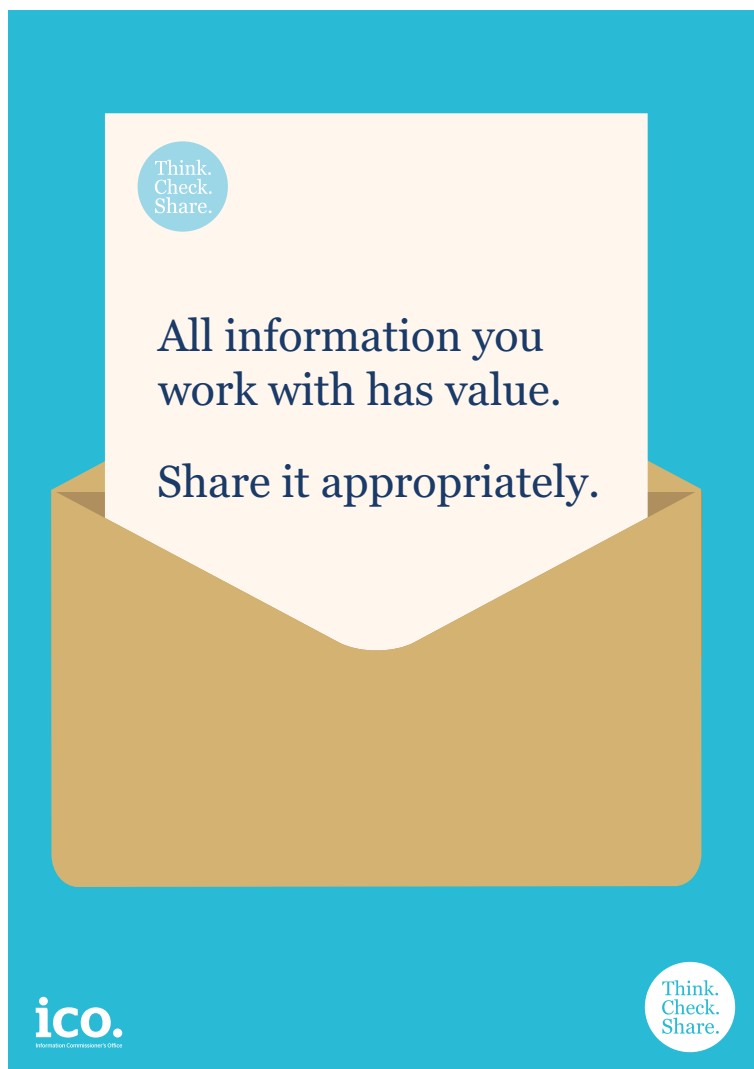




## Acceptable use poster

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## Mailing personal information poster

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