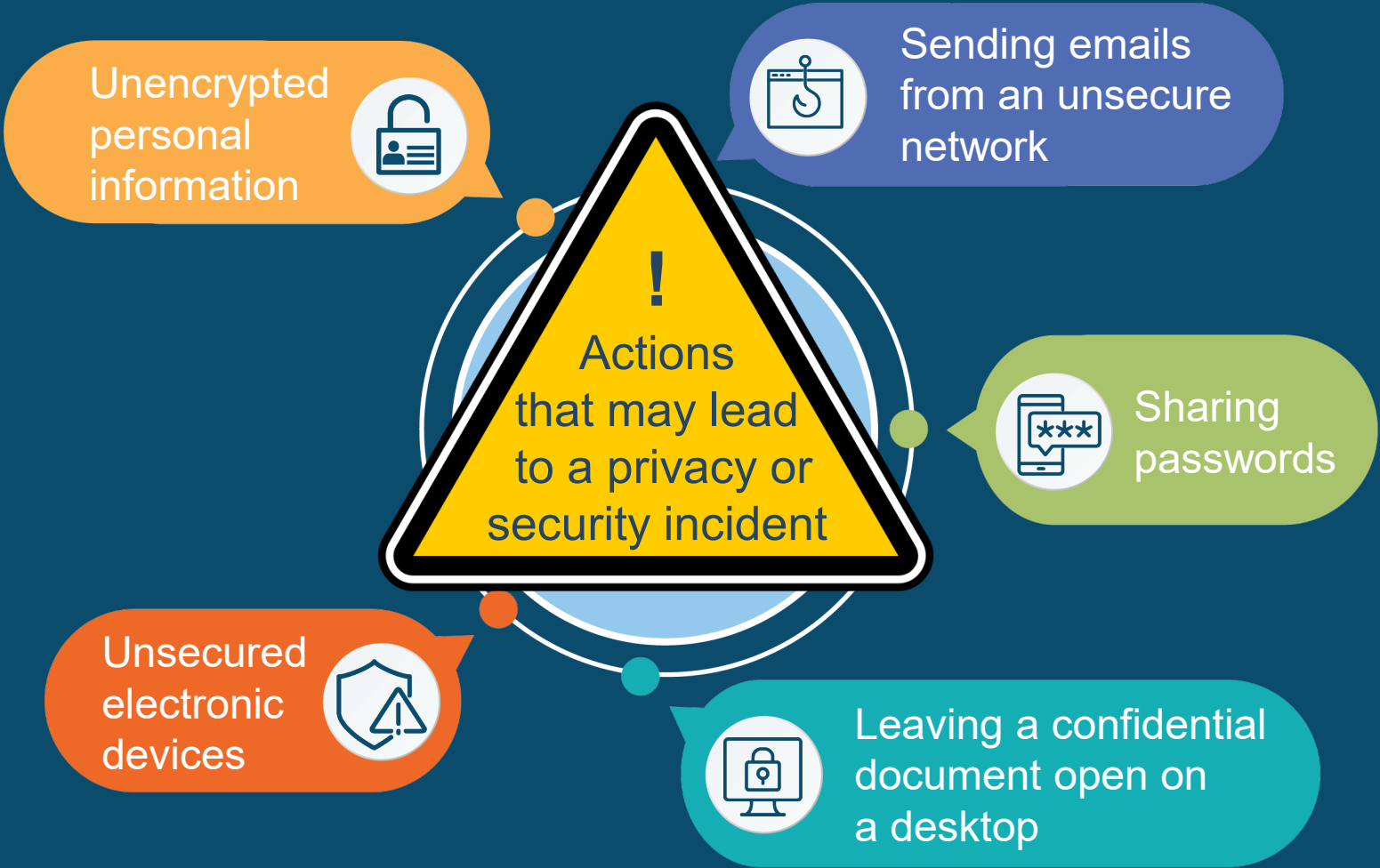




WHAT IS DATA PRIVACY & SECURITY?

Privacy is the expectation that sensitive and private information will be kept confidential and secure.

Security is the set of protective measures taken to ensure that privacy breaches are avoided.



AVOID SECURITY BREACHES BY:



- Requiring passwords for electronic devices
- Not clicking suspicious links from phishing emails
- Locking physical and electronic files
- Encrypting files
- Ensure that third-party suppliers follow our data privacy and security procedures
- Abiding with our company policies and security controls

REPORT ANY SUSPECTED OR CONFIRMED BREACHES IMMEDIATELY TO THE [Help Desk](#)

