

IG000096 FOI Response

Example slides

Best Practice

- Don't print unless you have to
- Keep information secure – lock away, don't leave unsupervised, lock computer screen (beware of shoulder surfers)
- Use a strong password
- Don't use personal mobile data devices
- Don't email sensitive data outside of SWFRS without checking first.
- Be mindful of your environment



Remember....

- You are responsible for the data you collect and work with.
- Anything recorded could be disclosed – keep it relevant, necessary and professional.
- Do not post work related information on personal Social Media



Contact us....

Visit the intranet –
Knowledge & Information Management
or visit www.ico.org.uk



Information Governance
& Compliance Officer



dataprotection@southwales-fire.gov.uk

