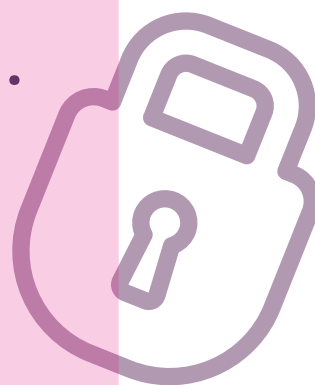# A SAFE FONTYS

HOW CAN YOU SAFELY STORE AND SHARE INFORMATION?

› TIPS TO GATHER INFORMATION IN A SAFE WAY

1. Don't collect more information than you need.
2. Store information in one place and don't keep extra copies (shadow administration).
3. Delete information you no longer need.

› TIPS TO SHARE INFORMATION SAFELY

1. Anonymize as much of the data as possible.
2. Share only with individuals who really need the information
3. Does the place where the document is placed have appropriate security?

Do you still have authorizations you should not have (anymore)? **Always report this!**

Do you have any questions about storing and sharing information?
The ISP-contactperson (information manager) of your department can possibly help you.

More about information safe working?
› Information safe handling (sharepoint.com)

› **Reporting incidents?**

Report this at the IT Servicedesk:
08850 77777,
it-servicedesk@fontys.nl

Report data breaches through the data breach form:
› data breach form