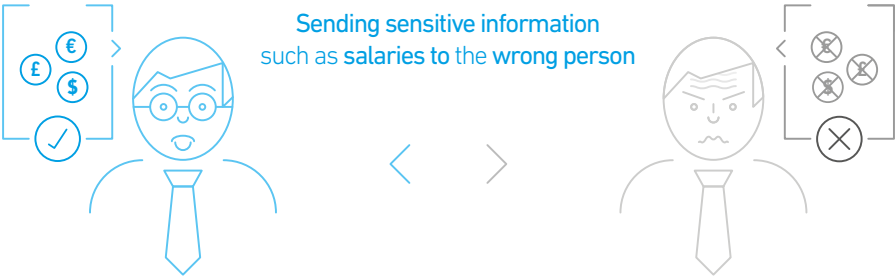


Five of the easiest ways to cause an accidental security breach

1

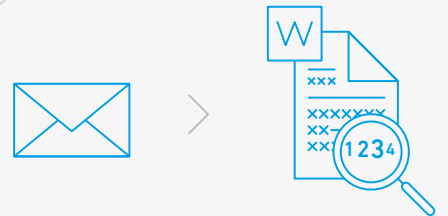
Sending sensitive information such as salaries to the wrong person



The illustration shows a person on the left with a box containing currency symbols (€ and \$) and a checkmark. An arrow points to a person on the right with a box containing crossed-out symbols (X) and a sad face, indicating a security breach.

2

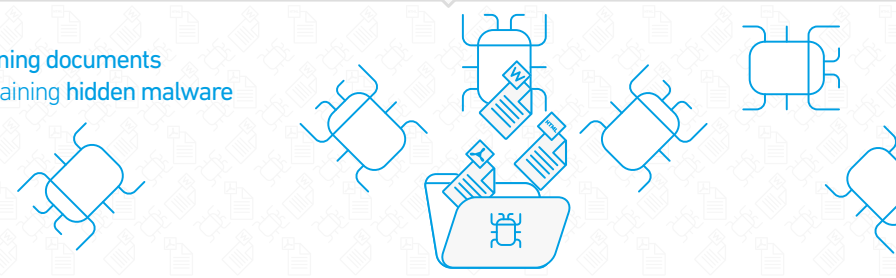
Adapting documents prepared for other customers or staff and send out, not realising the receiver can view document history



The illustration shows an envelope icon pointing to a document icon with a magnifying glass over a section labeled '1234', representing document history.

3

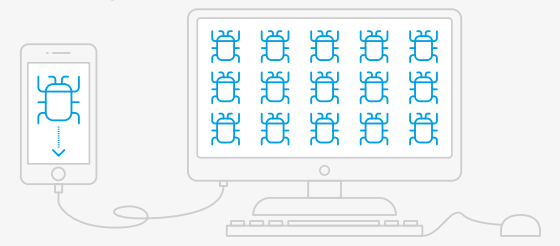
Opening documents containing hidden malware



The illustration shows a folder icon containing several document icons, with several beetle icons representing malware scattered around.

4

Introducing malware from your phone or USB drive



The illustration shows a smartphone connected to a computer monitor. The monitor displays several beetle icons representing malware.

5

Using insecure personal email or file sharing to store or share sensitive information



The illustration shows an open padlock icon in the center, surrounded by icons representing email and file sharing, indicating insecure storage or sharing of sensitive information.