

# Handling sensitive data

Data is one of an organisation's most valuable assets, requiring proper handling to maintain customer trust, ensure regulatory compliance, and protect sensitive information.

## Types of sensitive data

- Names, addresses, phone numbers, email addresses
- Financial information, medical records
- Biometric data (fingerprints, facial recognition)
- Client and customer records
- Financial and accounting data
- Intellectual property and business plans
- Employee HR information

## Sensitive data handling requirements:

1. **Control Access:** Limit who can access data using secure passwords, firewalls, and encryption
2. **Correct Storage:** Label and store physical files in lockable cabinets with restricted access
3. **Restrict Data Movement:** Use trusted couriers for physical files and encrypted, password-protected file sharing for electronic transfers
4. **Secure Disposal:** Permanently delete digital data or shred physical documents using confidential waste bins
5. **Be mindful of external stakeholders:** Carefully vet third-party vendors with data access