Protecting and sharing information

Think, check, share

Before sharing information, consider the following actions:

Think	➡	Check	➡	Share

> **Think**
>> What's the information about?
>> Is this information sensitive?
>> Who am I giving this information to?
>> What is it going to be used for?
>> Do I have permission to share this information?
>> Is it legal to share?
>> Am I only sharing what I need to?

> **Check**
> Check if the information that you want to share is in line with your organisation's policy.

> **Share**
> If you've analysed and checked the information you should be in a position to share it.