Takeaway point 1: It is important to be mindful of discussing sensitive information in public; whether that is face-to-face or on the phone. People may overhear you.

Takeaway point 2: Your work computer is for work only. You may have sensitive information contained on there. You must:
- Keep your laptop locked at all times.
- Do not share passwords.
- Do not let others, such as family or friends, use your computer.

Takeaway point 3: Do no discuss work matters on social media. Status updates are public and may be shared. This can affect the company, even if the information is incorrect.

Takeaway point 4: Focus and pay attention when emailing: check content, attachments, and recipients before sending; only use a secure email provided by your company. Remember, email is permanent!