

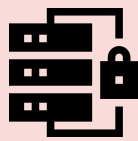


INFORMATION REGULATOR (SOUTH AFRICA)

*Ensuring protection of your personal information
and effective access to information*

LOCK IT UP

Commit to safeguarding
the privacy of your information



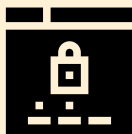
Confidential

Don't leave your personal documents lying around. They might fall onto the wrong hands. **Lock them up to avoid easy access**



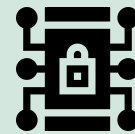
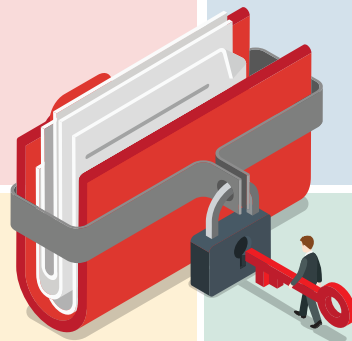
Destroy

Do not keep sensitive documents or information that is no longer in use. **Shred or destroy any unused documents containing sensitive information.**



Password

Weak password may compromise information. **Use strong passwords, change it regularly, avoid sharing it with others and Use two-factor authentication**



Never share

Cybercriminals conduct research about you on social media to get you and your close contacts' personal information. **Avoid sharing personal information on social media or any platform without proper verification.**