

Keep your work at work



Reduce risk by separating your work and personal life

It is important to separate your work and personal accounts to avoid government data being compromised. This includes not using the same or similar passwords across these accounts.

What should you do?



Never email corporate sensitive data to your personal accounts, including to print on your home printer.



Avoid sharing your work devices with others to reduce the risk of sensitive information being inappropriately accessed.



Use your work account for work purposes only, and your personal accounts for personal use only. Use different, unrelated passwords between both accounts.



If you need to travel for work, consult your IT team early about security.



For more information, refer to your entity's acceptable use policy.
If you have any questions, please consult your IT security team.