

Before you put your company's information in a content BLACK HOLE...

STOP, THINK & SHARE



1. STOP

Don't share ANY document before considering the following...



2. THINK

Does this document contain confidential, proprietary or sensitive information?

Will the contents of this document be harmful to the business in the hands of:

- Unauthorized employees?
- External third parties?
- The general public?
- Competitors?

Ex. Private customer data, internal-only information, business intelligence

YES

NO

Is the file too large to send via email?

YES

NO

SHARE VIA A SECURE METHOD

OK TO EMAIL

Encrypted USB Drive

Ensures a secure transfer of content

BUT

can be stolen or lost and takes time to be transported



SLOW

FTP Site

Highly secure site-based sharing

BUT

requires admin overhead to set up and remove



QUICK

IT-Approved, Cloud-Based Sharing Tool

Ask your IT department which sharing tools are approved for corporate use



FAST

Email

Convenient

BUT

rarely suitable for sensitive content and has file size restrictions



FAST (but unsecure)

3. SHARE

If you are in doubt about which sharing tool is appropriate for your content, please contact your IT department.