Think about privacy

Even when we take a screenshot to send it to a friend, we have to be aware of what we are doing to avoid awkward situations like showing people too many opened browser tabs, or how your music player is stuck on the new One Direction album. See, even then we have privacy concerns. The situation gets more serious when taking screenshots is part of your job, and revealing some sensitive information could harm the business or its reputation.

You often need to take a screenshot of a page that contains confidential information such as account identifications, income data or personal info. Make sure to mask, modify, or remove any personal identifiers, passwords, logins, or other information that could compromise security.

Basically, all information considered PII or SPII should be hidden. If a source screenshot includes PII/SPII, hide it with a solid-color overlay with 100% opacity. Don't rely on blurs, mosaic effects, or similar image-processing effects to obscure PII. They may look better on your screenshot; however such effects can be reversed to reveal the original information.

If you're exporting an image to a format that can include information on separate layers (for example, PDF or TIFF), flatten the image on export.