

Content Recaps

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Confidential Information & Personal Data

Confidential Information

Confidential information is any information that's not generally available to the public, in any form, which Deloitte receives or creates in the course of business.

Some examples of confidential information include:

- Data provided by clients
- Information we discover or create
- Tools and methodologies we use
- Deliverables we create
- Deloitte internal training materials

Personal Data

Personal data, also referred to as personal information (PI), is any information that could be used to identify a person or relates to an identified person.

Some examples of personal data include:

- Name, address, date of birth, personnel number, government identifier
- Sensitive or special category personal data like race, political position, biometric information, medical information




Personal data may be subject to regulatory protections and should be safeguarded, regardless of whether it is available to the public.

Document and Email Classifications

As you handle confidential and personal information, it's critical to understand the nature of the information. Higher-risk information may require additional protections. Classification is required for all Microsoft documents (PowerPoint, Word, Excel) and Outlook emails:

Public	Confidential	High Risk Confidential	Personal Information (PI)
Information available to the public or intended for public sharing	Information not known to the public that relates to our business or that we receive during the course of business from other Deloitte personnel, our clients, or third parties (includes Business Contact Information; excludes all other personal information)	Information not known to the public, of a highly regulated or sensitive nature, that requires a higher duty of care (excludes all Personal Information)	Information relating to an identified or identifiable natural person (excludes Business Contact Information)

Confidential Information & Personal Data

What you want to do...	What you should do...
 Print from home	Add a printer to the list of printers on your Deloitte laptop.
 Use your home monitor	Connect your Deloitte laptop to your home monitor. You can get an adapter cord from your local ITS walkup.
 View files on your personal iPad	Professionals eligible for Deloitte's wireless program may also sync with their personal iPads. However, you must follow our policies to protect Deloitte, client, and third-party data.

Reporting Incidents

You should immediately report potential incidents by following your firm's incident reporting process.

*A **Confidentiality** or **Privacy incident** is any event where there is knowledge or reasonable belief that there has been actual or **potential** unauthorized disclosure, use of, or access to confidential or private information.*

Lean Data Tips

Minimize risk with some simple practices

- Schedule a recurring time to review your email messages. Retain or delete messages as appropriate. Consult your firm's retention policy to understand business and legal obligations to retain and delete data.
- Consider keeping an email folder of items you need to keep for businesses purposes versus a correspondence folder with items you delete at the end of the project.
- Deploy Outlook mailbox "Clean Up" tools.
- Minimize the number of documents that you retain on your laptop, especially those with any type of confidential information or personal information.
- Notify collaboration site owners to take action when you no longer need access.
- You can't lose or expose data that you don't have.

Extra tip: Help reduce your email AND increase good data security hygiene practices: Avoid using your Deloitte email address to access third-party sites, such as online shopping or personal banking websites. This minimizes the risk of a potential malicious attack on your Deloitte account.