

**Office of the Data Protection Officer**

**Date:** 28.10.2011

**Subject:** Reminder on Safe Use of Shared Terminals and Confidentiality Protocols

All employees using shared terminals in co-working spaces or public counters are reminded of their obligations under the **Municipal Data Privacy Code**.

Key practices include:

- Logging out of systems before leaving the terminal unattended
- Never saving login credentials in browsers or desktop shortcuts
- Using lock screens during short breaks

These precautions protect sensitive citizen data, particularly in permit files, objection records, and contact logs.

This reminder is **preventative** and does not reflect changes to policies or workflows. It does not impact processing logic or cross-municipal role assignments.