18 A memo about company cyber security

- Who is Ed Robinson?
 Ed Robinson is from the Information Technology (IT) department.
- 2. What is the purpose of the memo?

 Remind all employees of the company's safety policy.
- 3. Who can access sensitive data?
 Only employees who have administrative privileges.
- 4. What does he say about the use of social media? They must not used on work computers.