Professional Awareness Quiz Questions

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Q1. What should you do if you suspect that somebody has had access to data that they shouldn't have access to?

A.
Do nothing and leave the situation alone.

B.
Report the incident to your line manager immediately.

C.
Report the incident to your GDPR officer in the workplace immediately.

D.
Let your friends and family know about the incident.

Question created by Hannah.

Q2. What do you do if you send an email containing confidential information to someone else in your company by accident?

A.

Email them and tell them not to read it and delete it immediately

B.

Recall the email immediately on realising the mistake, and let your supervisor know in case the email has already been opened

C.

Say nothing, you know this person does not check their emails

D.

Delete the email from the Sent section in your inbox and ask them to delete on their end, so that there is no evidence that this happened

Q3. How do you contribute to maintaining a positive team culture, even during periods of conflict or uncertainty?

A.

Address the conflict directly and let things settle on their own

B.

Make a one-sided decision to eliminate confusion and streamline the process.

C.

Promote open communication, and focus on collaboration to resolve issues respectfully

D.

Stay completely neutral and uninvolved so you don't make things worse

Q4. You receive an email from someone pretending to be IT Support asking for your login credentials. How should you approach this?

A.
Send them your credentials to avoid delays.

B.
Contact your manager to ask for permission.

C.
Report the email as phishing and do not respond.

D.
Ask your colleague whether it's okay to send details over.

Q5. You are working on a company project, using sensitive customer information, but you are unsure on ideas of how to develop the project, and so want to use public online AI software to help. What is the best approach to securely use AI to help with the project?

A.

Copy and paste the sensitive data into the AI system.

B.

Copy and paste *only some* of the sensitive data into the AI system.

C.

Use the AI for something completely different instead.

D.

Replace the real sensitive data with mock data.