### **General Engagement and Knowledge Sharing Tips**

#### **1. Awareness Campaign: "Did You Know?" Series (General)**

The "Did You Know?" series will highlight important data governance facts and best practices to raise awareness and drive understanding among employees.

1. **Did You Know?***"80% of business decisions fail due to reliance on poor-quality data."* Always validate your data sources before using them. This is one of the values the Data management Program is bring to light for the entire Bank.
2. **Did You Know?***"Only 30% of organizations have a formal data governance framework."* At Ahlibank’s, we’re ahead of the curve—be part of this Data transformation Journey.
3. **Did You Know?***"Duplicate data accounts for 18% of storage waste."* Use data cleansing tools to eliminate redundancy.
4. **Did You Know?***"Audit trails help resolve 95% of disputes over data changes."* Always enable and monitor audit logs.
5. **Did You Know?***"Data governance reduces compliance risks by up to 40%."* Stay compliant by following governance policies.
6. **Did You Know?***"Every unauthorized data access cost organizations an average of $1.25 million."* Protect data with robust permissions and access controls.
7. **Did You Know?***"Manual data processes are 60% more error-prone."* Automate data workflows to improve accuracy.
8. **Did You Know?***"Data quality drives 3x better customer experiences."* Ensure customer data is updated and error-free.
9. ***"Did you know*** *85% of security breaches are due to poor data governance practices?"*

### **B. Data Governance Excellence Tips for All Employees**

#### **1. Think Before You Share!** Verify the recipient's access level before sharing sensitive data via email or messaging platforms.

1. **Think Before You Share:** Double-check email addresses before sending sensitive data to avoid accidental sharing.
2. **Think Before You Share:** Use encryption tools when sharing sensitive files via email.
3. **Think Before You Share:** Confirm if the recipient has the required clearance to access the data.
4. **Think Before You Share:** Avoid using personal messaging apps for sharing official documents.
5. **Think Before You Share:** Always use bank-approved secure file-sharing platforms for data transmission.
6. **Think Before You Share:** Limit sharing to the “need-to-know” basis—share only essential information.
7. **Think Before You Share:** When in doubt, consult with your data steward or manager before sharing data.
8. **Think Before You Share:** Add disclaimers to emails when sharing sensitive information (e.g., "Confidential: Authorized Access Only").
9. **Think Before You Share:** Avoid forwarding sensitive email chains to unauthorized recipients.
10. **Think Before You Share:** Verify permissions on shared folders before granting access to external parties.

#### **2. Be Data Smart!** Only use approved tools and systems to handle official data to avoid breaches.

1. **Be Data Smart:** Log in only to Ahlibank authorized platforms for handling data.
2. **Be Data Smart:** Avoid storing official data on personal devices or cloud storage.
3. **Be Data Smart:** Do not copy sensitive information to USB drives unless encrypted and approved.
4. **Be Data Smart:** Use only bank-approved software for data processing and analysis.
5. **Be Data Smart:** Update your authorized tools regularly to ensure compliance and security.
6. **Be Data Smart:** Avoid free online tools or websites for processing or storing bank data.
7. **Be Data Smart:** Keep login credentials for bank systems private and do not share them with others.
8. **Be Data Smart:** Report immediately if an unauthorized tool is being used by a team member.
9. **Be Data Smart:** Use secure passwords for all official tools and change them periodically.
10. **Be Data Smart:** Always lock your computer screen when leaving your workstation.

#### **3. Stay Compliant!** Familiarize yourself with Ahlibank Data Governance policies to ensure you’re always on the right track.

1. **Stay Compliant!** Review the Data Governance Handbook periodically to stay updated on policies.
2. **Stay Compliant!** Participate in all mandatory compliance training sessions.
3. **Stay Compliant!** Always follow legal and regulatory guidelines when handling customer information.
4. **Stay Compliant!** Use approved templates and formats for data reporting and sharing.
5. **Stay Compliant!** Avoid using unauthorized shortcuts or tools that bypass compliance requirements.
6. **Stay Compliant!** Regularly check with your data steward or manager for updates on governance policies.
7. **Stay Compliant!** Maintain proper documentation when handling sensitive data for audits.
8. **Stay Compliant!** Avoid discussing sensitive information in public or unsecured spaces.
9. **Stay Compliant!** Ensure backups of important data are compliant with the bank’s retention policies.

#### **4. Quick Action Reminders (General)**

Quick, actionable reminders can help employees embed good data practices into their daily routines.

1. **"Classify before sharing!** Always label data appropriately."
2. **"Think twice!** Only share customer data via secure channels."
3. **"Check access!** Ensure only authorized users can view sensitive files."
4. **"Keep it clean!** Remove duplicate data regularly."
5. **"Stay updated!** Verify and update customer contact details."
6. **"Log it right!** Ensure all changes are tracked with an audit trail."
7. **"Limit permissions!** Give access based on the principle of least privilege."
8. **"Encrypt to protect**! Always encrypt sensitive information before sharing."
9. **"Don’t overshare!** Avoid emailing sensitive data unless absolutely necessary."
10. **"Report anomalies**! Spot something unusual? Notify the IT team immediately."
11. **"Remember:** Updating customer contact information promptly can prevent downstream errors."

#### **5. For Data Stewards**

1. **Tip:** "Classify Your Data! Ensure all datasets are properly labeled as Confidential, Internal, or Public to maintain compliance and reduce risks."
2. **Tip:** "Ownership is Key! Be proactive in managing data quality and resolving discrepancies in your domain."
3. **Tip:** "Secure Sensitive Data! Always use approved encryption methods when sharing or storing sensitive information."
4. **Tip:** "Regularly Audit Your Data! Conduct routine checks for outdated, duplicate, or inaccurate records to enhance data accuracy."

#### **6. For Data Owners**

1. **Tip:** "Define Access Rights! Assign data permissions based on roles to ensure secure and appropriate usage."
2. **Tip:** "Data Governance Starts With You! Lead by example by enforcing compliance and fostering a culture of accountability."
3. **Tip:** "Track Data Changes! Use audit trails to monitor updates and detect unauthorized modifications."
4. **Tip:** "Review Policies Periodically! Ensure all data use adheres to XOXO governance and regulatory standards."