

## **Be Social – Be Secure & Privacy Aware**

Social networking has moved beyond just sharing photos or status updates; it has evolved into a sophisticated method to stay connected with the industry, one's professional network, family and friends.

Despite being active users of social media, most of us remain unaware of the legal, security and privacy risks in sharing sensitive data/posting non-public information. Employees must consult with Legal and Compliance prior posting any Private, Proprietary or Confidential information via social media.

Here are some of the things that can go wrong if we are not careful about our social networking:

- Data leakage – Private, Proprietary, and /or Confidential messages inadvertently published on social media sites are serious threats to an organization.
- Inappropriate or unethical content – Organizations may get wrapped into legal challenges for inappropriate and unethical content posted by their employees. This can lead to employment-related actions for an employee.
- Reputation – It is not easy to draw a line to distinguish the boundary between business and personal on social media. A simple post can risk the organization's reputation.
- Liability – Employers may be held liable for what their employees do and say online. Know and understand organizational policies prior divulging information online, and if in doubt do not post.
- Personal idea vs Intellectual Property – Sharing solution or an idea online may look benign and personal. The posting may, however, violate Intellectual Property Policies. Know the distinctions and ask for clarity.
- Employment decisions – This is a grey area for both employee and employer, as one's data potentially may be used against them. A simple rule of thumb is to not put anything online that is not to be seen by current or potential employers.
- Social engineering – Anybody can social-engineer their way into an organization through an employee. This can lead to loss of confidential information.