



Inadvertent Data Leaks

What you should know about it:

Often, confidential data is lost or exposed by carelessness or accident. Sometimes, all it takes is a click. But it doesn't matter how it happens: once the information is public, it can be problematic for the company.

Security breaches cost companies roughly \$600 billion in one recent year, and 95% of those breaches involved human error.* **

**Economic Impact of Cybercrime— No Slowing Down, McAfee/Center for Strategic and International Studies (CSIS), February 2018.*

***2014 Cyber Security Intelligence Index, IBM, 2014.*

How to safeguard against it:

- Always follow the company's rules for handling data and using devices.
- In email, be cautious about using cc:, bcc:, Reply All, and Forward.
- Immediately report the loss of any device that might contain or can access company data.
- Don't print more pages or copies than you need.
- Shred confidential documents that you no longer need.