✔ DOs

When creating confidential documents, indicate the security classification and treat documents accordingly

Store confidential information in Sharepoint/ Livelink, maintain access rights and share by emailing the link.

PrØTeCt! Use strong PIN/passwords, and keep them personal and safe. Use different passwords for business and personal purposes.

SOCIAL MEDIA Be careful with publishing information on social media, your information might be misused. Only publish Shell information with approval.

WiFi Only use WiFi hotspots from a reputable provider and ensure you set up a VPN connection.

⊘ DON'Ts

CLICK HERE Do not open suspicious (phishing) emails or attachments; do not click links in social media messages from unknown people.

Do not save information on memory sticks unencrypted and do not store information permanently on it.

Do not discuss confidential information in public spaces when you can be overheard.

Do not use consumer internet services (such as Dropbox) to store Shell data, unless explicitly approved by Shell IT.

Do not leave your laptop and smartphone with Shell data unattended.