

**Question 18** (10 marks)

- (a) What are the advantages of keeping an electronic diary? 2

Electronic diary is very important to keep all the appointment and personal stuff to memory, it reminds us that on this day you have to do this to keep us organised and also planned.

- (b) Why should you maintain version control when producing documents? 3

To back it up, if we lose a document then I have a copy either in the USB or one of my files in the computer to get a second copy and its also saved and secured.

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- (c) How should a business comply with the *Privacy Act 1988* (Cth) when handling client information?

It's very important that it should be private and secured, so this gives a business a good reputation that it's kept safely and when handling the client's information, confirm that the person is the right one by checking their identification, so that it belongs to them and it's secured.

End of Question 18