

**Question 18** (10 marks)

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

Not being reliable on yourself to  
check daily tasks, you can set alarms  
to remind of important daily duties.

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

when producing documents you  
need to make sure all accurate  
information is being put in (proof check)  
focus on the task itself and the  
correct subject of the document.

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

A business and all colleagues within it need to be aware that privacy is important and everyone is entitled to their own privacy. It is extremely important to keep other peoples' private information shared with you to your business and it should not leave your work. Clients trust you to keep their information private.

**End of Question 18**