

Question 18 (10 marks)

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

To document all upcoming meetings or events. It is quick to access and easy to use as both employers / employees are able to view it. Events can be changed ~~and altered~~ ~~as well~~ ~~as~~ modified easily.

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

~~Version control~~ to ensure you are meeting the businesses goals and objectives. It enables the employees to see if all documents satisfy the business standard, if not, they can be modified before the documents are made public or formal.

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

The Privacy Act 1988 is to ensure all client information is kept confidential and safe. A business should enforce ~~all~~ contracts that ~~at~~ both employees and employers sign agreeing to keep client information confidential. The information should be handled carefully, ensuring that it does not get misplaced. All confidential files of clients should be locked away in a non-centralised filing system.

End of Question 18