

**Question 18** (10 marks)

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

The advantages of an electronic diary is that information can be electronically saved and can be easily accessed. Another advantage would be that its light weight and portable, and much more efficient as its not easily damaged or easily lost.

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

Maintaining version control when producing a document would be to have control over the document, in case it was an legal document that not everyone can see. Also, so that information on the document can be secure and not tampered with. Another reason would be so that the document stays legitimate and only for the right person to see.

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

The business ~~knows~~ <sup>should</sup> comply with the Privacy Act of 1988, as handling a client's information by limiting the access of the document and only accessed by ~~equ~~ qualified employees or employers.

They should also have security upon clients information such as, account numbers and bank numbers, to ensure that their privacy is kept, as stated in the privacy Act. They should also have a confidentiality agreement with the client to highlight that their information is safe and will always be safe. The business should never leave ~~someones~~ a client's information out or opened, as this would be

against the <sup>End of Question 18</sup> privacy act, as all information should be secured and not out in the open.