

**Question 18** (10 marks)

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

Saving paper is an advantage.  
Also you will always know  
where to find your information.

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

You should maintain version  
control so that the customers  
can understand it more  
easily.

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- (c) How should a business comply with the *Privacy Act 1988* (Cth) when handling client information? **5**

A business should keep all client information confidential and only authorised personell should be able to access the files

**End of Question 18**