

Question 18 (10 marks)

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

The advantages of keeping a
electronic diary ~~is~~ are it cant
be lost as easily, it can have
changes made and things
can be added quickly.

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

maintaining version control
when producing documents
is important because the
version of a program
can be different on another
computer and may not
work.

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

A business should keep every clients information strictly confidential. The business is legally obliged to make sure that every employee is complying with the privacy act 1988 or could face legal problems.

Confidential

End of Question 18