

Question 18 (10 marks)

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

opens every day to let employees know what's happening.
also helps with time management issues.

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

so that they look neater.
saves on time management
helps cut down the time of producing a documents

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

* By keeping a clients
information confidential.
only the employee handling
the client to look at thier information.
Having a ^{lockable} ~~box~~ filing cabinet.
a

End of Question 18