

**Question 18** (10 marks)

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

An electronic diary can be useful in scheduling and keeping notes throughout the day. Electronic diaries are smaller and more advanced, ~~as~~ more convenient as carrying a ~~notebook~~ paper based diary.

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

Version control is the maintenance of electronic files and the changes made. It is important to maintain version control when producing documents as files can be reorganised and misplaced.

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

The Privacy Act 1988 ensures that all client information stays confidential. A business should comply with the Privacy Act 1988 by through the use of Security, such as passwords on ~~electronic~~ electronic filing systems, the use of ~~locks~~ locks on hard copy file storage. ~~Equipment~~ ~~when~~ ~~disturbing~~ when throwing files away a business should use a locked bin or shred these documents before ~~disturbing~~.

End of Question 18