

Question 18 (10 marks)

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

* easy to make changes and easy to
up-date.
* its less space and easy to access
when in a hurry.
*

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

* so that information is correct, clear
and concised.
* its easy to up-date the documents
if need to
* able to protect documents if
they is confident information with
the document.

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

* A business should place all client information in a confidential area so that information is not talked about.

* Make sure all employees sign a document that tells them that if a client information gets out that they are breaching clients confidential information and that it should not happen * make sure that only a limited of employees have access to client information.

End of Question 18