

**YOU CAN'T  
UNSEND  
DATA**

## **Do you really know what you're emailing?**

Before you hit 'Send' on your email make sure you look through the email chain for any sensitive information including previous recipients and attachments. Make sure you know who you are sending it to and who's in the loop, 'Reply all' can often send the wrong information to the wrong person. Remember, you can't unsend data!

