Overview of confidentiality and security

Confidentiality and security

The following are some of the issues you need to consider when working in a legal office:

- Client information must be kept confidential.
- Unless otherwise instructed you should only discuss a legal matter with the lawyer dealing with the case.
- Whenever you are discussing a legal matter ensure that your conversation cannot be overheard.
- Material should be filed away as soon as you have finished with it. This ensures that confidential information is never left lying around.
- When using a computer remember to close any documents if you are moving away from your desk.
- Be aware of your office’s rules on signing letters and documents. Never sign a letter or document unless you have been directed to do so.
- All information related to a legal matter must be securely stored. It is important that you are aware of the security measures that your office has in place.

Remember to consult the Confidentiality and Security Manual in the office library.