

# The Duties of Security

## Printing

Printed information can be just as sensitive as electronic information and must be handled securely.

Since the printer may not be in your immediate work area, know which printer you are using and pick up sensitive print-outs immediately.

If possible, use a printer that requires entering a PIN-code.

Finally, if the printed version is to be given to someone else, make sure they are authorized to have the information.



View the video at [COVKC.virginia.gov](http://COVKC.virginia.gov)