

**Subject: Posting of Personal Info on Official Websites (Advisory No. 06)
May 2017**

1. **Background.** Many organizations dealing with public / private sector maintain their presence on social media / internet through their official websites and accounts. However it has been noted that officers / staff post unnecessary personal information on the websites including the following:-
 - a. Rank.
 - b. Appointment.
 - c. Names.
 - d. Personal Mobile Numbers.
 - e. Personal Email Addresses.
 - f. Photographs.
2. **Threat Posed by Posting Personal Information on Official Websites**
 - a. Hostile quarters can easily map the real identities of officers / staff of an organization for conducting subversive activities.
 - b. Personal emails / numbers posted on official sites is the biggest source for, hacking and data breach.
3. **Recommendations**
 - a. Personal information mentioned at para 1 must never be posted on official websites.
 - b. Following information be posted on website and it must remain permanent even if the officer / staff is changed:-
 - (1) Appointment title.
 - (2) Official contact number of an appointment.
 - (3) Official email address of an appointment (mention appointment instead of name e.g. dir.legal@officialdomain.com)
 - c. Central Telephone Exchange (PABX) having trained operators be maintained by organizations, to handle calls coming from public.