

# Confidentiality

Confidentiality can be easily managed in Activity Based Working (ABW) environment.

For example if you have to work on a confidential document, you can:

- book a bubble or a meeting room to isolate yourself
- go in a quiet focus area more suitable for concentration and with less colleagues walking around

Other techniques can be used to avoid other colleagues to see your screen:

- privacy/confidentiality filters can be added to your laptop screens
- branding stuff like vitrophany can be added to some bubbles / meeting rooms

Tip : when printing confidential documents, do not forget to add a "code" before printing !

