**STAFF REVIEW**

1. Mitch thinks your presentation could be improved. Outline how the following features could be used to do this.

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| **Example** | **Slide numbers:**   * when a number is automatically included at the same place on each slide |
| 1 | Animation: |
| 2 | Transition: |

1. Part of your duties is to maintain confidential information. Outline 3 principles of the General Data Protection Regulations within the Data Protection Act.

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| 1 |  |
| 2 |  |
| 3 |  |