

# Managing Your Cyber, Security & Privacy Risks

*There are three basic steps to better protect your organization's personal identifiable information and personal health information: avoid risk, assess and mitigate risk, and transfer risk. Take the first step of avoiding risk by reviewing and implementing these relatively simple, but important, procedures.*

- Store back-up files in a secure location
- Securely configure firewalls using other than a default configuration
- Have tested disaster plan to include recovery from data center disasters
- Test and install security patches and upgrades within 48 hours of notification where possible
- Have and enforce a "clean desk policy"
- Back-up network data and configuration files daily
- Configure networks using multiple firewalls
- Employ anti-virus software on all devices
- Update anti-virus software daily
- Have scans and filters for email attachments
- Implement a password management program. The longer the password the better; change passwords every 30-45 days
- Have or appoint a designated information security and privacy officer(s) and department
- Provide on-going training for employees who gather, use, transmit and dispose of confidential data
- Encrypt all back-up tapes, laptops and other devices
- Have a written Network Security Plan, Incident Response Plan, Client Notification Plan, and Internet Usage Policy
- Limit remote access to your systems
- Exercise due diligence in reviewing and investigating business partners to ensure they have the proper guidelines, protections and software in place to protect your data
- Employ intrusion protection and detection systems and update/test regularly
- Review access privileges of employees, contractors and outsourced vendors regularly
- Have written procedures and safeguards in place for all information in "non-electronic" form

*Personally identifiable, confidential information is at risk in every industry. Let us help you determine your data privacy and network security coverage gaps as well as the best solutions for your organization.*

