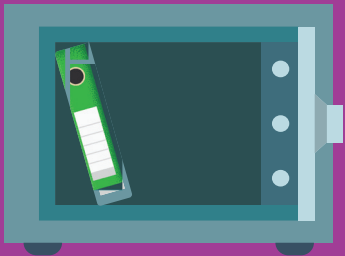


Protect IT. IT's up to you.

Less is **more**

The less data you have on hand, the less can be lost in the event of a data breach and the **less danger** for the customer.



By the **book**

It's important to know the **policies** for handling customer data and be familiar with your role in an emergency.



Sharing **isn't caring**

Never let someone else access sensitive data unless they are explicitly authorized and their identity has been proven. Impostors may try to tell you a good story, but that data represents a person's life and safety.



Lockdown

Customer information needs protection.

Physical copies should be locked up in a secure location; digital information should be encrypted and kept under strong passwords.

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Who goes there?

You need strong physical security to protect data as well: locks, badge checks and confirming that personnel are **authorized to access** the area.



Shred and buried

When customer data is no longer needed, the **records should be destroyed**. Papers should be shredded or pulped, and devices storing electronic records thoroughly erased.

