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.

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.

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