



Protecting Email Systems

- Email Encryption When in Transit
- Encrypting Email at Rest
- Email Backup

Safe Mobile Technology Practices

- Laptop Encryption
- Laptop Backup
- Laptop Anti-Virus & Firewall
- Smart Phone Encryption & Password
- Private VPN for WiFi When Traveling

Document Storage & Software Solutions

- Sharing Confidential Files w/Clients or Vendors
- Password Protect for All Accounts
- E-Document Storage – Write One, Ready Many (WORM)
- E-Document Storage – Cloud
- Encryption & Security of Other Vendors

On-Site Office Strategies

- Office – Locks & Keys
- Paper Files – Shredding

Disaster Recovery Plan

- In Case of Emergency...