

ALTA's Best Practices -- Sample Policies and Procedures

Pillar #3 – Information and Data Privacy

INSERT LAW FIRM NAME HERE

Security Statement

The Firm has taken measures to guard against unauthorized or unlawful processing of personal data and against accidental loss, destruction or damage. This includes:

- Adopting this information security policy
- Taking steps to control physical security (projects and staff records are all kept in a locked filing cabinet)
- Putting in place controls on access to information (password protection on files and server access)
- Establishing a business continuity/disaster recovery plan (including, at a minimum taking regular back-ups of its computer data files and this is stored away from the office at a safe location)
- Training all staff on security systems and procedures
- Detecting and investigating breaches of security should they occur

Policy	Best Practice Pillar #3: INFORMATION AND DATA PRIVACY – Adopt and maintain a written privacy and information security plan to protect Non-public Personal Information as required by local, state and federal law.
Name of Procedure	Information Security (IS) Program Management
Reference Number	3.01
Applicable Parties	Firm Management Practice Manager [Privacy Officer] Firm IT Manager Emergency Management Team [Third Party Service Providers – Attached Addendum]
Effective Date	Highlight this text, then type effective date here
Supporting Documentation	<p>Add to, delete and/or modify the sample text below to describe documentation that evidences your firm's compliance with this best practice. Delete the preceding sentence and this one before finalizing.</p> <p>Written policies including:</p> <ul style="list-style-type: none"> • Network Usage Policy and user permissions for all employees and all systems, • Clean Desk and Clean Office Policy • Retention and Destruction Policy • Data Breach Incident Reporting • Business Continuity and Disaster Recovery • Employee Training and Management • Hardware and software maintenance • Third party providers • Website, social media and other Firm public sites <p>Vendor contracts and privacy statements for SaaS, software, hardware, email, shared document, records destruction and other services</p>

Policy Manual Examples

**Louise Dixon, Denise A Hines, Emily M
Douglas**

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