# 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:

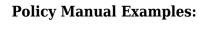
- Adopting this information security policy
- Taking steps to control physical security (projects and staff records are all kept in a locked filing cabinet).
- Putting in place controls on access to information (password protection on files and server access)
- Establishing a business continuity/disaster 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]   |
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(BEST PRACTICE #3) -- Page 1 of 21 (Last Rev. \_\_\_\_\_\_)

# **Policy Manual Examples**

Louise Dixon, Denise A Hines, Emily M Douglas



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