

# 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

<b>Policy</b>	<b>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.</b>
<b>Name of Procedure</b>	Information Security (IS) Program Management
<b>Reference Number</b>	3.01
<b>Applicable Parties</b>	Firm Management Practice Manager [Privacy Officer] Firm IT Manager Emergency Management Team [Third Party Service Providers – Attached Addendum]
<b>Effective Date</b>	Highlight this text, then type effective date here
<b>Supporting Documentation</b>	<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"> <li>• Network Usage Policy and user permissions for all employees and all systems,</li> <li>• Clean Desk and Clean Office Policy</li> <li>• Retention and Destruction Policy</li> <li>• Data Breach Incident Reporting</li> <li>• Business Continuity and Disaster Recovery</li> <li>• Employee Training and Management</li> <li>• Hardware and software maintenance</li> <li>• Third party providers</li> <li>• Website, social media and other Firm public sites</li> </ul> <p>Vendor contracts and privacy statements for SaaS, software, hardware, email, shared document, records destruction and other services</p>

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(BEST PRACTICE #3) -- Page 1 of 21 (Last Rev. \_\_\_\_\_)

# Policy Manual Examples

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