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	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. Written policies including: 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 Vendor contracts and privacy statements for SaaS, software, hardware, email, shared document, records destruction and other services

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Immigration Law and Procedure: USCIS Policy Manual and Adjudicator's Field Manual Charles Gordon, Stanley Mailman, Stephen Yale-Loehr, Ronald Y. Wada, 2023-05-12 This ebook provides the user with convenient access to the USCIS Policy Manual PM and the USCIS Adjudicator's Field Manual AFM While USCIS is in the process of converting its guidance from the AFM to the PM this publication will contain those portions of the AFM that USCIS indicates are superseded in an AFM archive Available separately but also included with Immigration Law and Procedure Business Immigration Module Updated four times a year This eBook features links to Lexis Advance for further legal research options **NSF Grant** Policy Manual National Science Foundation (U.S.),1983 Chapter 1 Policy Manual ,1991 **Program Policy Manual** United States. Mine Safety and Health Administration, 1988 Program Policy Manual - Volume 3, Part 47: National Mine Health and Safety Academy, MSHA Handbook Series, Mine Safety and Health Administration, Transmittal **Sheet, (Revised September 1998)**,1999 Personnel Policy Manual for Nonappropriated Fund Instrumentalities United States. Office of the Assistant Secretary of Defense (Manpower and Reserve Affairs),1974 Youth policy manual for Arab countries Finn Yrjar Denstad, Robert Thomson, Abdeslam Badre, 2016-10-01 The EU CoE youth partnership stems from the close relations that the Council of Europe and the European Commission have developed in the youth field over the years since 1998 The overall goal is to foster synergies between the youth oriented activities of the two institutions The specific themes are participation citizenship social inclusion recognition and quality of youth work What is youth policy and what major elements should a national youth policy strategy include How can young people be consulted and otherwise involved in developing youth policy How do institutions such as the European Union the Council of Europe and the United Nations address youth policy and how can this work be concretely linked to the efforts of a national government to develop a youth policy agenda How is youth policy organised in specific countries of the Middle East and North Africa MENA region These are some of the essential questions addressed in this publication The Youth policy manual should be considered a source work a tool and a helpful guide both for policy makers in the youth field and for non governmental organisations and other stakeholder groups who advocate improved youth policy at the national level This manual proposes one possible model for how a national youth policy strategy can be developed It is a revised version of the Youth policy manual 2009 and takes

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