

# 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"><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>

# Policy Manual Examples

**National Science Foundation (U.S.)**



## **Policy Manual Examples:**

## Reviewing **Policy Manual Examples**: Unlocking the Spellbinding Force of Linguistics

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