4 SECURITY

Encrypt Your Databases
Err on the side of caution when it comes to encrypting data. We've got the best practices for compliant data encryption, and a primer on state regulations.

What you will find: State privacy and PII regulations

Secure Your VoIP
Be aware of the overall security level of your data infrastructure, including your IP phone system.

What you will find: resources to protect your VoIP traffic from packet analyzers

Remotely Access Agency Systems
Remote access requires awareness, authentication, intrusion detection/prevention systems and a secure VPN to lessen risks.

What you will find: Remote Access software rankings, VPN and server specifications

ACT has what you need to fill all your tech protection gaps.

Visit **IndependentAgent.com/ACTSecure**

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HOW DO YOU PROTECT YOUR AGENCY'S DATA?

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Take small steps to protect your agency and prevent cyber attacks.

ACT has the tools you need to help you protect your agency from cyber threats and prepare your agency to recover should disaster strike. Visit independentagent.com/ACTSecure to find more than 50 helpful resources in 12 areas that you need to address now to protect your agency against the threats of tomorrow.

1 PREVENTION

Mitigate Cyber Risk
With proper planning, you can protect your agency from significant risks, including data breach and cyberattack.

What you will find: disaster planning and recovery resources

Protect Passwords
A Post-It note on a computer monitor doesn't count. Discover the best way to manage passwords.

What you will find: resources to help you manage passwords and implement a strategy

Monitor Equipment in Real-Time
Understand and monitor the contents of data flowing in and out of your network.

What you will find: Data Loss Prevention (DLP) solutions

Use ASP Systems for Security
ASP systems keep agency management and other system data accessible, backed-up and automatically updated.

What you will find: ASP comparisons, price points, keep antivirus in mind

2 KNOWLEDGE

Stay on the Right Side of the Law
Understand the data breach laws and prevetion requirements for your states(s).

What you will find: resources for navigating PCI, the FTC, Omnibus Rule and more

Mobile Devices
While mobile is becoming essential, using mobile devices to conduct business exposes your agency to additional security threats.

What you will find: Information on encryption, "BOYD," secure wireless connections, other device security

Educate and Train
Make sure everyone knows their roles and responsibilities in safeguarding company assets and client information.

What you will find: HIPAA security awareness resources, agency security guidelines

Electronic Communication
Know the laws and master the best practices regarding electronic communications.

What you will find: Resources on e-signature, the Uniform Electronic Transaction Act and ACORD standards

3 DOCUMENT RETENTION

Should Documents Stay or Go?
Your agency needs a compliant document retention strategy to help prevent information from getting in the wrong hands.

What you will find: federal legislation, state laws and best practices on document retention and destruction

Go Paperless
Before taking the leap, it's critical to make a plan for a successful paperless transition.

What you will find: Data hosting, information on security vulnerabilities and precautions

Protect Confidential Information
Know state and federal laws, conduct risk analysis and compliance gapping, then create PHI and PPI complient policies.

What you will find: rules & tools for HIPPA, FTC, HITECH, and PCI

Document Destruction
Develop and follow a process for destruction of paper and electronic files located on LANs, cloud drives, local and mobile devices, and USB or external drives.

What you will find: FTC disposal of consumer information, and shredding resources