

# Don't leave your security to chance!

## In ten steps you can protect your data and your firm.

### TOP 10 LAW FIRM SECURITY TIPS



#### USE DIFFERENT, COMPLEX PASSWORDS

Using the same password for everything gives a hacker instant access to everything in your life and firm.



#### USE PASSWORD MANAGEMENT TOOLS

Don't rely on memory to remember and create all those random passwords - use a secure tool like LastPass or 1Password instead.



#### ALWAYS USE MULTI-FACTOR AUTHENTICATION WHERE POSSIBLE

Even if someone figures out your login, a two-step login process will prevent them from accessing your information.



#### LEVERAGE USER ACCESS CONTROLS

If you're sharing access, try to limit what information other users can see - and potential liability - to a "need to know" basis.



#### ENCRYPT CONFIDENTIAL DATA

Take every precaution possible to protect data with a minimum of 256-bit encryption.



#### TRAIN YOUR STAFF ON POLICIES.

All it takes is a single click to cause a big issue. Take the time to teach your team how to avoid potential scams like phishing emails and how to securely store information. Double down on security with spoof testing to see if policies are being followed.



One slip-up can cost your law firm more than just thousands and thousands of dollars - it can cause irreparable damage to the firm's reputation and could land you in front of an ethics committee. A secure law firm is the surest way to keep your ethical obligation to client confidentiality and avoid major headaches due to a data breach.



#### STAY ON TOP OF DATA BACK-UPS

Have a plan in place to regularly back up - and test - your data.



#### HAVE A TESTED DISASTER RECOVERY PLAN

When a flood or server crash hits, it's going to be too late to come up with a plan or see if the one you have works. Create and test out a thorough Disaster Recovery Plan.



#### ASK THE RIGHT QUESTIONS

If a third party is managing your data, it's your professional duty to ask them where the data is located and how it's backed up and encrypted.



#### CONSIDER OUTSOURCING

Let others focus on IT management so you can focus on your firm, whether it's outsourced IT or using cloud companies for their self-maintained tools.