

## 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.**

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PROTECT  
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](https://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 prevention 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 compliant policies.

**What you will find:** rules & tools for HIPAA, 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