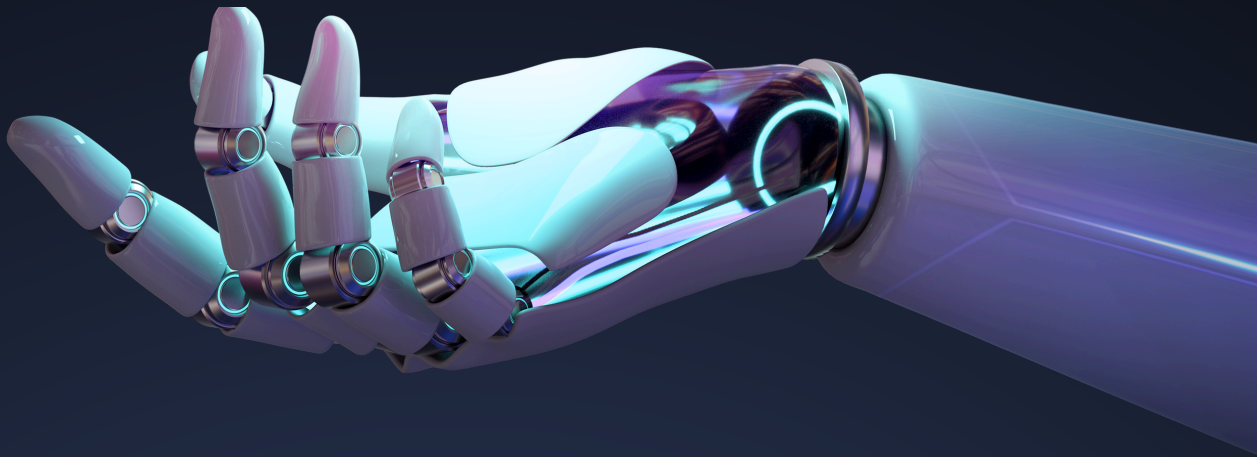# DATA PRIVACY

POLICY - PROCEDURE - AWARENESS DOCUMENTATION

DATA SECURITY

- Encryption protects data in transit and at rest.
- Remove or obscure personally identifiable information (PII) to reduce risk of exposure

ACCESS CONTROL

- Limit access to authorized personnel
- Use role-based access controls
- Implement multi-factor authentication (MFA)

USER MANAGEMENT

- Set standards around user passwords
- Secure remote work environments
- Monitor and audit usage

DATA MANAGEMENT

- Data minimization to collect only necessary information for a specific purpose
- Data Retention

TRAINING AWARENESS

- Provide training for data privacy policies, security best practices, and the importance of protecting personal information
- Verify adherence and acknowledgement to an ongoing data privacy awareness program

RESPONSE PROCEDURES

- Create a breach notification policy
- Design a disaster recover procedure
- Build a risk assessment matrix and plan
- Determine a schedule to review all response procedures

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