

LOCKING UP YOUR DIGITAL ASSETS

Whether your firm is large or small, protecting client data, electronic communications, employee records, bank information and your own reputation requires constant vigilance.



Tackle the Big Challenges First

Among our readers:



Keep Technology Current

Firms we surveyed said they:



Create a Strong Defense

Our readers report that:



Provide Employees with Clear Instructions

Protecting your data requires clear security policies that are communicated to employees regularly.

Do:

- Require strong passwords for all networks and systems.
- Encrypt your e-mail
- Train employees on best security practices.



Don't:

- Let employees use personal devices for work activities.
- Take client or firm data outside the office.
- Use mobile devices on unsecure networks

Secure Your Padlock

Among our readers, 11% have been subject to tax-related identity theft and 42% had clients who had been subject to tax-related identify theft. Better security means greater peace of mind.



Conduct a security audit at least annually. Talk to other business owners about best practices for securing digital assets. And look for reliable vendors when you need to outsource help. Locking up your digital assets will help protect your firm, your clients and your reputation.