



How to Protect Your Members' Identity

Presented by:
Veronica Jenkins
Certified Identity Theft Risk Management Specialist
PPLSI – Identity Theft Shield
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“Given the cost of a security breach – losing your customer’s trust and perhaps even defending yourself against a lawsuit – safeguarding personal information is just plain good business.”

**FTC – Protecting Personal Information: A Guide for Business*

Presented by: Veronica Jenkins, Certified Identity Theft Risk Management Specialist , jenkinsv@verizon.net, 908-685-7117

How to Protect Your Members' Identity

Five Common Types of Identity Theft

1. _____
2. _____
3. _____
4. _____
5. _____

The personal impact of identity theft on your employees or members could be your liability!

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The Cost of Identity Theft

1. _____
2. _____
3. _____
4. _____
5. _____

How to Protect Your Members' Identity

The Facts

Federal Laws

Federal Laws

- Fair and Accurate Credit Transaction Act (FACTA)
- HIPAA Security Rule
- GRAMM-LEACH-BLILEY Safeguard Rule

How to Protect Your Members' Identity

What You Can Do to Protect Your Association

How to Protect Your Members' Identity

- Securely store and destroy personal information
 - Lock It
 - Encrypt It
 - Limit Access to It
 - Shred It
- Create or update Security Policies and Procedures according to the data privacy and identity theft laws.
 - Work with your Attorney
 - Work with a Certified Identity Theft Risk Management Specialist

How to Protect Your Members' Identity

- Train your employees and members on your new or updated Security Policies and Procedures.
- Define a response process in case of a breach.
 - How will you notify members?
 - How will you address member losses?
 - How will you determine what data was compromised?
 - How will your address the media?

How to Protect Your Members' Identity

- Make Identity Theft Protection available to your members. Protection should provide:
 - Support before, during and after an identity theft event
 - Proactive credit monitoring
 - Personnel who will do the work on behalf of your member or employee
 - Access to Attorneys for ongoing support and emergency (detainment and arrest) situations.

How to Protect Your Members' Identity

- Use the most up-to-date security procedures with computers, phone/data systems and electronic devices.
- Understand the data security and breach notification policies of your vendors and suppliers.
- Perform an Internal Audit of your Security Policies and Procedures.
- Appoint an Information Security Officer who is responsible for implementing the requirements for the data privacy and identity theft laws.

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*Veronica A. Jenkins
Independent Associate
Pre-Paid Legal Services, Inc. (PPLSI)
Certified Identity Theft Risk Management Specialist
jenkinsv@verizon.net
908-685-7117*

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