FTC's Five Key Principles for Data Security Programs

1. <u>Take Stock</u>. Familiarize yourself with your business's data.

2. <u>Scale Down</u>. Keep only what you need.

3. <u>Lock It</u>. Implement physical and technological safety measures.

4. <u>Pitch It</u>. Properly dispose of data you no longer need.

5. <u>Plan Ahead</u>. Prepare your plan of action in the event of a data security breach.

Document Retention and Destruction Policy

Always Remember: The ultimate weapon against cybercrime is an educated and engaged team.

NAR Data Security and Privacy Toolkit

http://www.realtor.org/topics/data-privacy-and-security/resources

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