FTC’s Five Key Principles for Data Security Programs
1. Take Stock. Familiarize yourself with your business’s data.
2. **Scale Down.** Keep only what you need.
3. **Lock It.** Implement physical and technological safety measures.
4. **Pitch It.** Properly dispose of data you no longer need.
5. **Plan Ahead.** 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