Encrypt Your Databases
Err on the side of caution when it comes to encrypting data. We’ve got the best practices for compliant data encryption, and a primer on state regulations.

What you will find: State privacy and PII regulations

Secure Your VoIP
Be aware of the overall security level of your data infrastructure, including your IP phone system.

What you will find: resources to protect your VoIP traffic from packet analyzers

Remotely Access Agency Systems
Remote access requires awareness, authentication, intrusion detection/prevention systems and a secure VPN to lessen risks.

What you will find: Remote Access software rankings, VPN and server specifications

ACT has what you need to fill your tech protection gaps.

Visit IndependentAgent.com/ACTSecure
Take small steps to **protect your agency and prevent cyber attacks.**

ACT has the tools you need to help you protect your agency from cyber threats and prepare your agency to recover should disaster strike. Visit [independentagent.com/ACTSecure](http://independentagent.com/ACTSecure) to find more than 50 helpful resources in 12 areas that you need to address now to protect your agency against the threats of tomorrow.

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### PREVENTION

1. **Mitigate Cyber Risk**
   - With proper planning, you can protect your agency from significant risks, including data breach and cyberattack.
   - **What you will find:** disaster planning and recovery resources

2. **Protect Passwords**
   - A Post-It note on a computer monitor doesn’t count. Discover the best way to manage passwords.
   - **What you will find:** resources to help you manage passwords and implement a strategy

3. **Monitor Equipment in Real-Time**
   - Understand and monitor the contents of data flowing in and out of your network.
   - **What you will find:** Data Loss Prevention (DLP) solutions

4. **Use ASP Systems for Security**
   - ASP systems keep agency management and other system data accessible, backed-up and automatically updated.
   - **What you will find:** ASP comparisons, price points, keep antivirus in mind

### KNOWLEDGE

5. **Stay on the Right Side of the Law**
   - Understand the data breach laws and prevention requirements for your state(s).
   - **What you will find:** resources for navigating PCI, the FTC, Omnibus Rule and more

6. **Mobile Devices**
   - While mobile is becoming essential, using mobile devices to conduct business exposes your agency to additional security threats.
   - **What you will find:** Information on encryption, "BYOD," secure wireless connections, other device security

7. **Educate and Train**
   - Make sure everyone knows their roles and responsibilities in safeguarding company assets and client information.
   - **What you will find:** HIPAA security awareness resources, agency security guidelines

8. **Electronic Communication**
   - Know the laws and master the best practices regarding electronic communications.
   - **What you will find:** Resources on e-signature, the Uniform Electronic Transaction Act and ACORD standards

### DOCUMENT RETENTION

9. **Should Documents Stay or Go?**
   - Your agency needs a compliant document retention strategy to help prevent information from getting in the wrong hands.
   - **What you will find:** federal legislation, state laws and best practices on document retention and destruction

10. **Go Paperless**
    - Before taking the leap, it’s critical to make a plan for a successful paperless transition.
    - **What you will find:** Data hosting, information on security vulnerabilities and precautions

11. **Protect Confidential Information**
    - Know state and federal laws, conduct risk analysis and compliance gapping, then create PHI and PPI compliant policies.
    - **What you will find:** rules & tools for HIPPA, FTC, HITECH, and PCI

12. **Document Destruction**
    - Develop and follow a process for destruction of paper and electronic files located on LANs, cloud drives, local, and mobile devices, and USB or external drives.
    - **What you will find:** FTC disposal of consumer information, and shredding resources