

OREGON LAW PRACTICE MANAGEMENT

15 Steps You Can Take Now to Protect Sensitive Data

The October issue of the *Oregon State Bar Bulletin* contains a must-read article entitled [The Data Dilemma](#): *Law Firms Strive to Strengthen E-Security as Potential Threats Continue to Rise*.

To understand *why* you should be concerned, read the [article](#). To take steps now to protect your firm, read John Simek and Sharon Nelson's sidebar, "[E-Security Pros Offer 15 Tips to Help Law Firms Better Protect Sensitive Data](#)" posted as a PDF on the OSB Web site. Among John and Sharon's recommendations:

- Use unique passphrases for each Web site/account/software program (Passphrases are better than passwords)
- Properly encrypt laptops, flash drives, and backup media
- Physically lock up your server
- Properly vet all cloud service providers
- Secure Wi-Fi networks
- Wipe data with [Darik's Boot and Nuke](#) if you donate/dispose of your computer, digital copier, or similar equipment
- Consider cyber insurance (Your Professional Liability Fund coverage does not protect against data loss).

[Read all 15 tips here.](#)

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