



TODAY'S SAFETY TALK – TRAINING SESSIONS TO PREVENT INJURIES AND INCIDENTS

# TAKE A MINUTE FOR YOUR SAFETY

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## DATA STORAGE AND DESTRUCTION

NIRMA member counties and local government agencies store a significant amount of valuable private information. This data is commonly referred to as Personal Identifiable Information (PII). It is very common for individuals to attempt to access, steal or ransom this data. It is every employee's responsibility to protect this valuable data as if it were your own. Actually, some of the valuable personal information you are protecting is your own. This safety minute will remind you of the hazards of unsecured data and provide you with multiple methods to secure and safely store data.

### **How to Keep Data Secure**

- Do not allow unauthorized persons access to your work areas.
- All computers should be locked when not in use.
- Keep software current, install and maintain critical software updates.
- Use up-to-date virus protection.
- House network server hardware in a secure environment.
- Ensure data is backed up and protected.
- Maintain only critical PII; if you don't need the information, don't store it.
- Limit data access to specific job functions.
- Review and update data access policies on a regular basis.
- Make sure wireless networks are password protected.
- Use shredders to destroy sensitive confidential documents.

### **How to Dispose of Data and Equipment**

- Adopt an equipment disposal policy and identify who is responsible for disposal.
- Remove or reformat and securely dispose of hard drives from the following:
  - Computer hard drives
  - External USB devices (flash drives/external drives)
  - Printers, copiers and scanners
  - Cell phones
  - Tablets
  - Back-up tapes (video and data)
  - Leased equipment prior to returning to the vendor
- Document how and when equipment was disposed of



# TAKE A MINUTE FOR YOUR SAFETY SIGN-IN SHEET

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DATE OF TRAINING: \_\_\_\_\_ PRESENTER: \_\_\_\_\_

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Print Name

Signature

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