SET SEG
School Insurance Specialists

CYBER BREACH PREVENTION

School districts house a large amount of sensitive and personal identifying data, such as social security numbers, account numbers and medical records. As we become increasingly reliant on technology, it's important to understand the basics of cyber breaches and how to guard your district against them.

TIPS TO PREVENT A BREACH

- Have a document retention and destruction policy in place. Paper shredders should be easily accessible.
- Employ a chief information or security officer.
- Host regular security trainings for employees with access to personal identifying information.
- Maintain employee records in a secure environment and keep only what you need.
- Issue unique IDs and passwords to employees connecting to or accessing the internal network. Ensure these passwords require periodic changes and mixed-character combinations.
- Limit access to personal information and third-party confidential information by job position.
- Regularly update computer security measures. Examples include:
    - configure firewalls to maximum security
    - secure wireless connectivity
    - set virus protection to update automatically
- Keep computers password protected and encrypt information.
- Back up computer data and store it off site.
- Manage use of portable media.
- Oversee third-party service providers and ensure they're capable of maintaining appropriate security measures.