



**SMALL BUSINESSES**

**46%**

don't have a policy in place for disposing of confidential data found on electronic devices

**50%**

have no policy in place at all for managing the use of electronic devices

**59%**

wipe or dispose of their electronic materials containing confidential information in-house

# PROTECT YOUR ORGANIZATION IN THE DIGITAL AGE



**LARGE BUSINESSES**

**56%**

wipe or dispose of their electronic materials containing confidential information in-house

**47%**

don't require devices to be both encrypted and password protected

**44%**

don't have a strictly adhered to policy for disposing of confidential data found on electronic devices

## PROTECT YOUR DATA IN ALL FORMS

### 5 GUIDELINES FOR PROTECTING ELECTRONIC DEVICES



1

Perform regular clean-outs of storage facilities and avoid stockpiling unused hard drives.



2

Destroy all unused hard drives using a third-party provider who has a secure chain of custody.

3



Manage mobile devices with privacy safeguards such as authentication to unlock a device, and locking out devices after failed attempts.

4



Encrypt all electronic devices to make digital information unreadable.

5



Practice effective password management includes multi-factor authentication, a password manager for generating and storing passwords, and a log-in abuse detection system.

