

Privacy Legislation Compliance -

How aware is your organization?

Being aware of the privacy legislation that governs your workplace is the first step towards being compliant and secure. Find out how your organization stacks up when it comes to privacy legislation awareness and secure processes. Review the questions/comments below and add up your points!

"Yes/Agree" = 2 points, "Not Sure" = 1 point, "No/Disagree" = 0 points

Awareness:

- » Does your workplace have a good understanding of the privacy laws that govern your business?
 - » Does your workplace monitor changes in privacy legislation to ensure compliance?
 - » Does the leadership within your workplace make privacy law compliance a priority?
- Understanding privacy regulations is an essential part of protecting your business. Your Awareness Subtotal (A) = /6*

Process:

- » Does your workplace have a documented process when it comes to handling confidential information?
 - » Does your workplace have a program to securely dispose of confidential information when it is no longer needed?
 - » Does your workplace maintain documentation showing when confidential information has been destroyed?
- Easy-to-implement practices can help your business avoid many security risks. Your Process Subtotal (B) = /6*

Training & Audits:

- » Does your workplace provide training to employees on how to handle confidential information?
 - » Does your workplace perform a regular audit of programs to ensure on-going compliance with privacy legislation?
- Only authorized personnel should handle confidential documents. Your Training & Audit Subtotal (C) = /4*

Security:

- » Your workplace has never lost or exposed private customer, patient or employee information
 - » Your workplace has never experienced a security breach
- You are responsible for protecting the data of your customers and employees. Your Security Subtotal (D) = /4*

GRAND TOTAL (A - D) = /20

15+

Privacy Law Pro-Stars

Sounds like your workplace is very aware of current privacy legislation, stays ahead of changes in requirements and has some solid practices to ensure you remain compliant. Keep up the good work!

9-14

At Risk

Looks like your workplace has some knowledge or practices that contribute to privacy legislation compliance but there is still work to be done! If you don't get a better handle on compliance requirements, you could be at risk of a security breach.

0-8

Danger Zone

Seems like your workplace needs to work on better understanding current privacy legislation and put in place some practices to ensure you're in compliance or you could be looking at some hefty penalties and fines down the line, or worse - a security breach. Act now!

This document does not constitute a legal opinion or legal advice. Do not rely on any of the information in this document without first obtaining legal advice.

For a FREE Security Risk Assessment, contact Shred-it today at 800-697-4733 or visit us at shredit.com

