



AMERICAN
INNS of COURT

Data Security


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MIDDLETON

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1999
Gramm
Leech
Bilely
Act

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2004
PCI-DSS






Experian™
EQUIFAX®
TransUnion.

2003
Fair Credit Reporting

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HIPAA

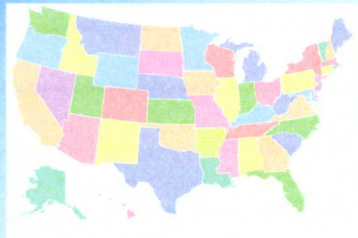


2006

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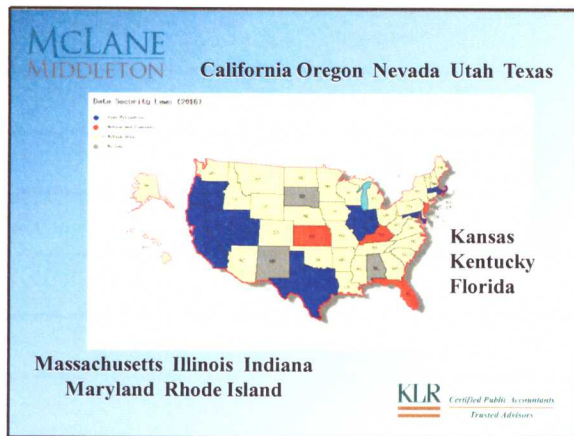
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California
2007

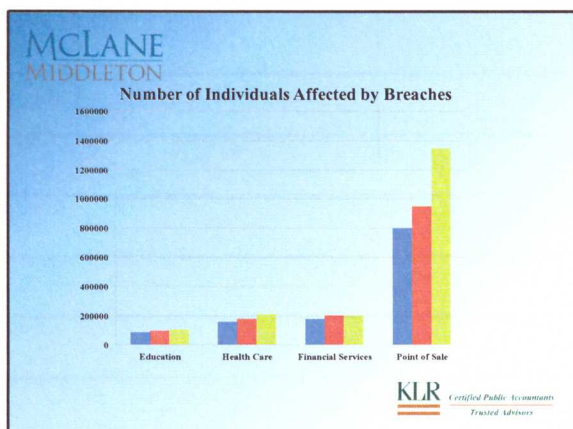


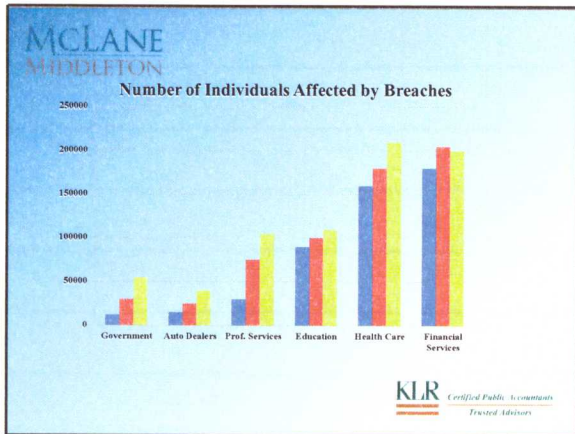
Massachusetts
2010

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Data Breaches in the News in 2014 and 2015

NATIONAL GUARD ALWAYS READY ALWAYS HERE

Anthem

PlayStation

BlueCross BlueShield

UNITED STATES BUREAU OF PERSONNEL MANAGEMENT

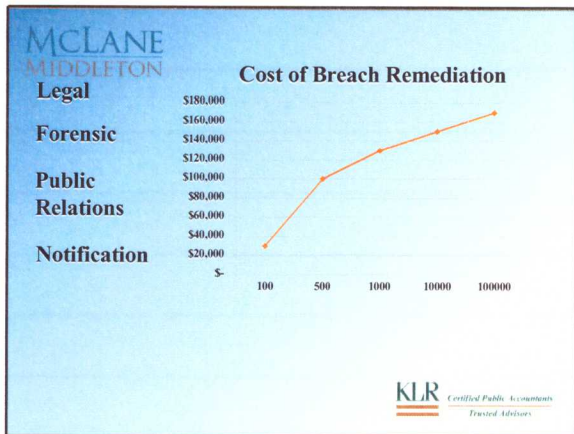
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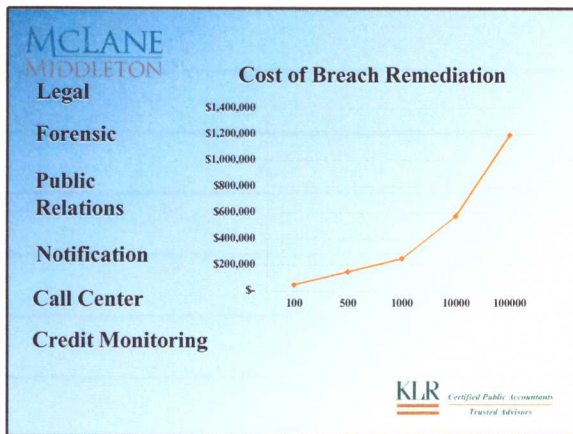
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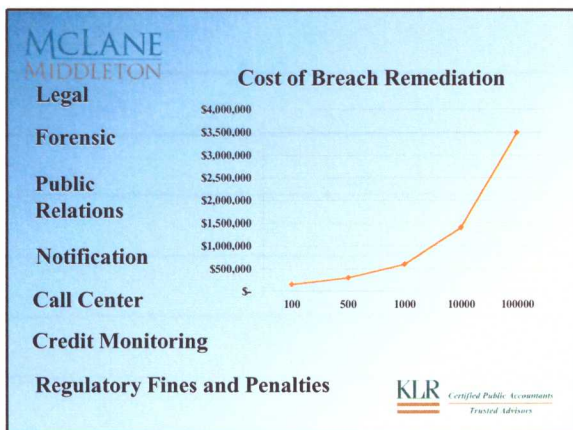
TARGETS

Accountants
Lawyers
Insurance
Financial Planners
Schools
Payroll
Hospitality
Auto Dealers
Government

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Reputational Harm

60%



Lost Clients

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Elements of Data Security

- 1. Data Security Risk Assessment**
- 2. Data Security Breach Response**

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Data Security Compliance



- 1. Risk Assessment**
- 2. Vulnerabilities Report**
- 3. Remediate Vulnerabilities**
- 4. Written Data Security Policy**
- 5. Employee Training**
- 6. Breach Response/Remediation**
- 7. Periodic Reassessment**


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Data Security Risk Assessment

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1. Identify Protected Information
 - Personally Identifiable Information (PII)
 - Personal Health Information (PHI)
 - Client Confidential Information
2. Assess Information Lifecycle
 - Creation and intake
 - Storage and maintenance
 - Access, use and dissemination
 - Transmission and transportation
 - Disclosure to third parties
 - Disposal and destruction




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Common Physical Issues

- ✓ Building security (keys, cards, garages, etc.)
- ✓ Fully monitored security system
- ✓ Server room access and security
- ✓ Filing cabinet/room access and security
- ✓ Offsite storage in appropriately secure facility
- ✓ Disposal of hard copy in improper manner



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Common Technical Issues

- ✓ Email encryption (non-use of FTP and portals)
- ✓ Laptop and USB device encryption
- ✓ Mobile device management/encryption and text messages
- ✓ Cloud/online storage access and security
- ✓ Passwords strong and changed periodically
- ✓ Screen saver passwords implementation and duration
- ✓ Lockout and auditing for failed login attempts
- ✓ Insufficient or over-generalized access controls
- ✓ Disaster Recovery and Incident Response Plans

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Common Admin Issues

- ✓ Risk assessment and re-assessments performed
- ✓ Written data security policy in place
- ✓ Employee training concerning data security
- ✓ Investigation of potential/actual data security breaches
- ✓ Due diligence/agreements with data contractors
- ✓ Cyber liability insurance

R I S K

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McLane Middleton, P.A.

Boston, MA Woburn, MA

Portsmouth, NH Manchester, NH Concord, NH

Cameron G. Shilling founded McLane Middleton's Privacy and Data Security Group. His expertise in data security includes managing risk assessments and audits, preparing and implementing written data security policies, training on data security, addressing day-to-day data security issues, and investigating and remediating breaches. Cam's expertise in data privacy matters includes creating and implementing privacy policies, terms of use agreements, and information use and social media policies, advising clients about workplace privacy, social media and consumer privacy, and handling data privacy claims asserted against companies.


**Shareholder and Director,
Chair of Privacy and Data Security**

Areas of Expertise
Privacy and Data Security
Electronic Discovery/Litigation
Non-Competes and Trade Secrets

Education
Cornell Law School, J.D. (1992)
Lewis & Clark College, B.A. (1988)

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Boston ♦ Newport ♦ Providence ♦ Waltham

Daniel M. Andrea, CPA, CISA brings over 30 years of public accounting experience to KLR. Prior to joining KLR, Mr. Andrea worked for a Boston CPA firm and spent several years as Partner-in-Charge of the Boston office consulting practice of an international public accounting and consulting firm.

Audit Principal

Areas of Expertise
Cyber Security
Information Technology Consulting
Internal Controls Assessments

Education
Babson College – BS, Accounting & Information Management Systems

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Dan has significant experience in the performance of service organization control (SOC) services, cyber security, information technology consulting services, internal accounting controls assessments, forensic accounting and litigation support procedures, and financial statement audits in the manufacturing and distribution, high technology, financial services (financial institutions, trust companies, and family offices), and tax exempt industries. He is a member of the AICPA, the MSCPA and the Information Systems Audit and Control Association (ISACA)
