

Document Management Tip Series

10 Key Steps to Prevent a Privacy Breach



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ATTENTION: All business owners and privacy officers! This resource guide has been created especially for you!

Discover the top 10 key steps that you can make right away to prevent a privacy breach. Protect your business from errors, omissions, or attacks that could result in complaints, fines and even jail time!

1. Pro-active privacy – build privacy into the things that you do everyday when you collect, use and disclose personal information. Tell your patients and clients what you are doing to protect their information – and what they can do to help.
2. Privacy awareness education – provide clear and firm guidelines to handle the confidential information that your business collects and train all employees, volunteers and directors. Keep privacy awareness current with regular updates and discussion.
3. Collect the least amount of personal information necessary. Collect only the information that you need for the purpose that you collected it. If you don't need it now, don't collect the information now.
4. Need to know – limit access to personal information to only the people who need to know it to do their job.
5. Inventory data – know what types of personal information that you have in the business – what type of information, where is it, who has access to it, and how is the information used.
6. Policies, procedures – instructions about the collection, use, disclosure and access of personal information is in writing, reviewed regularly, and available to employees, volunteers and directors.
7. Security – keep the information secure. Use layers of protection - administrative, technical and physical safeguards – that are appropriate and updated regularly.
8. Communicate with 3rd parties – about your expectations on how personal information is collected, used, and disclosed and ensure that they are followed.
9. Monitor and enforcement – review and assess your employees', contractors', and business associates' work to make sure that they are following your instructions. Apply corrective actions and penalties when needed.
10. Privacy Officer – name an individual(s) in each organization that has the support of custodians, management and owners to develop, implement and maintain a privacy program. The Privacy Officer receives education and training to help them protect the

access rights of the individuals and ensure the privacy, confidentiality, and security of the information. The Privacy Officer will also be involved in managing a privacy breach.

Want more tips, tools, and training that you can use right away? [Sign up here](#) for our occasional bits of privacy wisdom that you can use to make your information more secure!

This list is part of the Document Management Tips © series.

This publication provides general guidance for your business. It is expected that you will review and refine these documents to meet your needs. For additional assistance, please contact Information Managers Ltd.

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