

# Elev8ing Information Security

Understanding the type of information you have access to, and how it should be handled or protected, will go a long way in preventing a potential security breach.

## What is Information Security?

The practice of preventing unauthorized access, use, disclosure or modification of information

## What is Personal Information?

First (or first initial) and last name, plus any of the following: SSN, driver's license number, bank account number, debit or credit card number with security code, pin, or password

\*More robust definitions available at the state level

## What is Business Information?

Privileged or proprietary information which, if compromised, through alteration, corruption, loss, misuse, or authorized disclosure could cause serious harm to the organization owning it

Examples: Customer names, contacts, pay rates, bill rates, company policies, process guides

## What is an Information Breach?

Theft, loss, or other unauthorized access of information

## Ramifications

Technical investigations, attorney fees and litigation costs, public relations and crisis management, cyber security improvements, post-breach consumer protection

## General Security Practices

1. Don't store personal information on your laptop (like spreadsheets or XML files with sensitive data) or email it through unencrypted mail. If you have to, ensure to delete and empty your recycling bin.
2. Lock your computer
3. Don't leave your personal devices unattended
4. Ensure to secure devices with a strong password, pin, or thumbprint

## How can you secure sensitive information within Avionté?

1. Understand your user permissions
  - a. Super User: Users with administrative access to control all settings within Avionté
  - b. Power User: Users with the ability to access Avionté Support Center. This includes the ability to view and create all organization tickets and approve billable time.
2. Lock down viewing and editing sensitive information
  - a. Choose to display only the last 4 digits of SSN
  - b. Determine what sensitive information your users have access to (EEO, Billing and Payroll data, Reports, Exports)

\*Refer to this PowerPoint presentation or the related Knowledge Base articles for details on how to secure these permissions