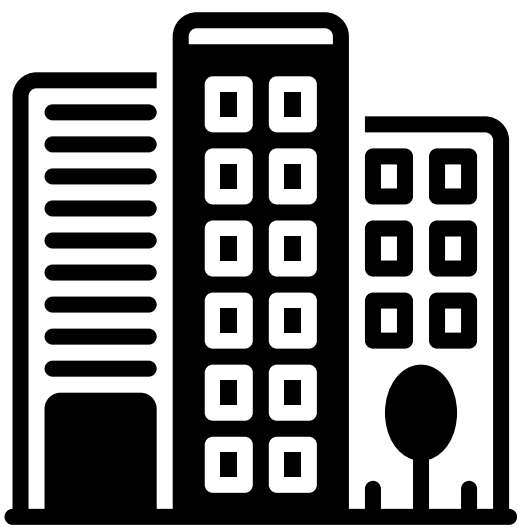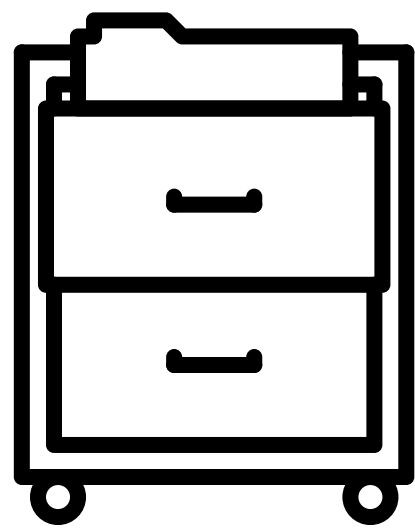# ACCESS CONTROLS
SHOULDN'T STOP AT THE DOOR

Controls must be in place to **limit** access to personal information for both physical security and in information technology:
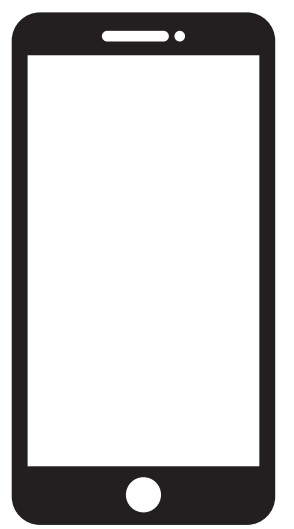
Building and floor access

Filing cabinets and paper files

Role-based network and software access

Passwords and encryption on devices

THE MOST COMMON TYPE OF PRIVACY BREACH IS THE UNAUTHORIZED DISCLOSURE OF PERSONAL INFORMATION

LIMITING ACCESS TO PERSONAL INFORMATION IS AN INTEGRAL PART OF PREVENTING PRIVACY BREACHES

ENSURE PROPER CONTROLS ARE IN PLACE TO PREVENT BREACHES FROM OCCURRING IN YOUR INSTITUTION