



PRACTICAL TIPS: Securing Personal Information

Personnel files, social security numbers, copies of licenses are just a few of the personal pieces of information that personnel are required to give before becoming members of your organization. What are you doing to help keep their information safe?

- ◆ Make sure that all records containing personal information, such as birthdates, social security numbers, driver license numbers, accident reports, personnel files, etc. are kept confidential.
- ◆ These records should be secured in a fire-proof cabinet or safe, where only a few people have access to the contents.
- ◆ Any electronic files should be encrypted and password protected.
- ◆ As changes in personnel occur, be sure to change the lock or access code to eliminate unwanted access to records.
- ◆ Review stored information on a regular basis and be sure to follow your state's record retention policy to ensure appropriate record keeping methods.

Questions about safety?

Call McNeil & Co. Risk Management: 800-822-3747 ext. 176
For video safety tips, E-Learning online training and other resources, visit:
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