****

#3 Information and Data Privacy

# Ethics opinions

# Rule 1.16, Confidentiality of Information, Revised Rules of Professional Conduct, Reasonable precautions and expectation of privacy, Comment 18

# Using outside software vendors, including banks, 2011 FEO 6 and 2011 FEO 7

# Recycling, RPC133

# Disposal of client files, RPC 209

# Email, RPC215, 2009 FEO 1

# Cellphone, RPC 215

# Website /internet storage, 2008 FEO 5

# Software as a service 2011 FEO 6

# Resources

* North Carolina State Bar [www.ncbar.gov](http://www.ncbar.gov) 🡪 Ethics
* [“How To Comply with the Privacy of Consumer Financial Information Rule of the Gramm-Leach-Bliley Act”](http://business.ftc.gov/documents/bus67-how-comply-privacy-consumer-financial-information-rule-gramm-leach-bliley-act)
* [Federal Trade Commission Data Security Best Practices](http://business.ftc.gov/privacy-and-security/data-security)
* [FTC Guidance on Privacy and Security](http://business.ftc.gov/privacy-and-security)
* [FCC Small Business Cyber Planner](http://www.fcc.gov/cyberplanner)
* [Financial Institutions and Customer Information: Complying with the Safeguards Rule](http://business.ftc.gov/documents/bus54-financial-institutions-and-customer-information-complying-safeguards-rule)
* [Security Check: Reducing Risks to Your Computer Systems](http://business.ftc.gov/documents/bus58-security-check-reducing-risks-your-computer-systems)
* [Securing Your Server: Shut the Door on Spam](http://business.ftc.gov/documents/bus57-securing-your-server-shut-door-spam)
* General discussion on data security – whitepapers, trade associations, conferences: [www.cpdpconferences.org](http://www.cpdpconferences.org)
* Gramm-Leach-Bliley privacy information, <http://ftc.gov/privacy/privacyinitiatives/PrivacyModelForm_FR.pdf>

[www.ecfr.gov](http://www.ecfr.gov), Title 16: Commercial Practices, Part 313, Privacy, 15 U.S.C. 6801 *et seq.*, 65 FR 33677, May 24, 2000

* [OCC Bulletin 2013-29, Risk Management Guidance](http://www.occ.gov/news-issuances/bulletins/2013/bulletin-2013-29.html#ft1)
* Federal Reserve Board “[Guidance on Managing Outsourcing Risk](http://www.federalreserve.gov/bankinforeg/srletters/sr1319a1.pdf)”
* [The Treiber Group](http://www.etreiber.com/active/default.asp), Cyber Security Insurance
* [Real Estate Data Shield](https://realestatedatashield.com/), 271 Madison Ave, New York, NY 10016, 212.951.7302, <https://realestatedatashield.com/>
* [LexisNexis/First Advantage](http://www.firstbankingservices.com/escrowaccounting.aspx) employment background checks and screening services
* [uFax](http://www.ureach.com/login.html), fax to voicemail in the cloud, [uReach](http://www.ureach.com/login.html), visual voicemail, <http://www.ureach.com/>   
  Holmdel Corporate Plaza, 2137 State Highway 35 & Union Avenue, Holmdel, NJ 07733, 877-717-8732,
* [DataMotion SecureMail](http://www.datamotion.com) Encrypted email, 35 Airport Road, Suite 1210, Morristown NJ 07960

1-800-672-7233 or 1-973-455-1245

* Commercial national companies –
  + [Iron Mountain](http://www.ironmountain.com/)
  + [IBM – Data Privacy & Security](http://www.ibm.com/us/en/)
  + [HP](http://www.hp.com/)
* Business continuity –
  + Introductory Powerpoint [www.valuecontinuity.com](http://www.valuecontinuity.com)
  + Policy templates – Data Security - [www.altiusIT.com](http://www.altiusIT.com)(see Sample Policy Structure)
* [ECPurchasing](https://www.ecpurchasing.com/default.aspx), 601 Riverside Avenue, Bldg 5. 1st Floor, Jacksonville, FL 32223 | 888.387.0223
* [Voltage Security, Inc](file:///C:\Users\fergusonn\Documents\TO%20DO%20ASAP\CTNC%20Best%20Practices%2011-16-13\voltage.com). email encryption , 20400 Stevens Creek Boulevard, Ste 500, Cupertino, CA 95014 (408) 886-3200
* [McAfee](http://www.mcafee.com/us/) Security
* [Norton](file:///C:\Users\fergusonn\Documents\TO%20DO%20ASAP\CTNC%20Best%20Practices%2011-16-13\norton.com) Antivirus
* [Shred-It](file:///C:\Users\fergusonn\Documents\TO%20DO%20ASAP\CTNC%20Best%20Practices%2011-16-13\Shredit.com) shredding & software erasing/destruction