

OFFERS

Employee Compliance Training

DataShield's information destruction and training services are compliant with the ever-growing list of rules and regulations concerning data disposal, including the following:

- **HIPAA** – Health Insurance Portability and Accountability Act
- **GLB/Safeguards Rule** – Gramm – Leach – Bliley Act
- **FACTA/Red Flag Rule** – Fair and Accurate Credit Transaction Act
- **FISMA** – Federal Information Security Management Act
- **EEA** – Economic Espionage Act
- **FERPA** – Family Educational Rights and Privacy Act
- **HITECH** – Health Information Technology for Economic and Clinical Health

Employee Training is Required

Every regulation concerning data in the U.S. requires that organizations train employees to protect client and employee information. Organizations that properly train employees to protect sensitive information may not be held responsible when an employee's behavior is counter to the training provided. Regulators have made training a legal obligation because it is the best way to protect your organization from data loss.

Applicable Documents

Any document, paper or electronic, containing components of information to be interchange as part of a business activity are considered business documents. According to federal –and more and more state– regulations an increasing amount of these documents require special considerations when they are destined for disposal. Some specific protected items are consumer, educational, financial, or healthcare records containing such items as social security numbers, credit card numbers, consumer records, company trade secrets, financial data, background checks, educations records, or other information that could be used in a deceitful manner. **For organizations subject to these disposal standards, the law requires written policies and procedures.**

DataShield's 6 Step Information Disposal Training Process

As a AAA Certified Member of the National Association for Information Destruction (NAID), DataShield offers a simple 6 step process to promote compliance.

6 Step Process

1. DataShield works with your security information and operations staff to develop a written corporate

information disposal policy and provides templates for, and assists in the creation of:

- **Disposal Policies and Procedures that meet the compliance requirements**
 - **Information Destruction Acknowledgement Forms**
2. Employees view a 15 minute NAID Employee Information Destruction video presentation which explains why an updated information disposal policy is critical to the organization.
 3. Employees are provided with written instruction on specific information destruction policies and procedures.
 4. Employees sign documentation verifying that they have completed the training, understand the written destruction policies and agree that ongoing compliance is a condition of employment.
 5. DataShield supplies the company with documentation to verify that proper employee training has been implemented.
 6. DataShield will continue advisement and assistance as deemed reasonable by your organization.

**402.898.5000**www.datashieldcorp.com**DATASHIELD**1528 N. 16th Street
Omaha, NE 68110