

Non-Public Personal Information (NPPI) Safeguard Protection Checkpoints

HOME OFFICE Physical Entry/Access to Equipment and Documents	ELECTRONICS Access to Electronic Data/Information	VEHICLE Personal Safety and Stored Property	JOURNALS Recorded NPPI	NOTARIAL TOOLS Embosser/Seals Digital Certificate	INTERNET/CLOUD Electronic Access	PUBLIC PLACES Meetings
						
Safe/File Cabinet • Locks	Desktop/Laptop/Tablet • Passwords/Fingerprint/Eye • Updated Software • Anti-Virus Software • Secure Website • APPS • System/Data Backups/Storage	Locks • Doors • Key FOBs	Paper Journal • Notary Guards • Passwords	Embosser Storage • File Cabinet • Carrying Case	Passwords • Eight + Characters • Letter, Numbers, Special Characters	Internet Service • Be Your Own Hotspot • Virtual Private Network
Clean Desk • No Clutter	Cell Phones • Passcodes • Fingerprint • Updated Software • APPS	Valuables • Non-Visible • Locked Trunk	Process • Complete/Authorized Entries • Password/Passcode • Software Updates • Restricted Access	Digital Certificate • Authorized Certificate Provider • Update Certificate	Internet • (https://xxxx) • Routers – Network Name, PSWD • Encrypted EMAIL Systems	Privacy • Restrict/Shield View of Documents and Conversations
Document • Restricted View/Access	Flash Drive/External Disk Storage • Safe Storage • Encryption	Parking Locations • Non-Secluded Locations • Well-Lit	Secure Storage • Carrying Case • File Cabinet/Safe			