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Locked Down: Practical Information Security for Lawyers

Sharon D. Nelson, David G. Ries, John W. Simek

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In an age where lawyers frequently conduct business across wireless networks using smartphones and laptops, how can attorneys safeguard client data and confidential information? This second edition of *Locked Down* explains the wide variety of information security risks facing law firms and how lawyers can best protect their data from these threats--with any budget. Written in clear, non-technical language that any lawyer can understand, this book will help you:

- Create secure password--and store them safely
- Assess the existing security risks at your firm: server rooms, cleaning crews, guests, alarm systems, and more
- Work securely from a laptop or smartphone
- Protect your mobile devices from theft
- Authenticate users and encrypt your data
- Maintain e-mail integrity
- Secure your wired or wireless network
- Effectively wipe data from a hard drive before disposal
- Develop an information security checklist for your firm
- Investigate, contain, and recover from a security breach

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