

The NY State SHIELD Act includes a requirement that reasonable safeguards are implemented to protect your systems and network environment; those safeguards include:

Reasonable administrative safeguards:

- designates one or more employees to coordinate the security program;
- identifies reasonably foreseeable internal and external risks;
- assesses the sufficiency of safeguards in place to control the identified risks;
- trains and manages employees in the security program practices and procedures;
- selects service providers capable of maintaining appropriate safeguards, and requires those safeguards by contract; and
- adjusts the security program in light of business changes or new circumstances.

Reasonable technical safeguards:

- assesses risks in network and software design;
- assesses risks in information processing, transmission and storage;
- detects, prevents and responds to attacks or system failures; and
- regularly tests and monitors the effectiveness of key controls, systems and procedures.

Reasonable physical safeguards:

- assesses risks of information storage and disposal;
- detects, prevents and responds to intrusions;
- protects against unauthorized access to or use of private information during or after the collection, transportation and destruction or disposal of the information; and
- disposes of private information within a reasonable amount of time after it is no longer needed for business purposes by erasing electronic media so that the information cannot be read or reconstructed.