



From the iManage Session:

# 7 Steps to Protect and Govern Sensitive Corporate Legal Department Information

**1**

Use strong passwords and 2 factor authentication

**2**

Encrypt your data at rest and in motion

**3**

Ensure that your vendors have the same strict security requirements that you implement internally

**4**

Monitor user activity, identify and neutralize threats

**5**

Secure mobile devices with Mobile Device Management (MDM); Consider DLP

**6**

Consider implementing need-to-know security and ethical walls

**7**

Train users on security issues and breaches; simulate an attack

**BONUS  
STEP**

Implement a strong content retention policy

- Store data in a centralized place; i.e. Document Management System (DMS)
- Delete content defensively; Records Management

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