

Data Security Action Plan

There are many areas an organization needs to review to prepare for the Massachusetts Data Security Breach Law. The below Data Security Action Plan is a useful tool in assessing some of the main areas of your current position and deciding your organization’s next steps to secure “personal information”. The state defines “personal information” as a Massachusetts resident’s first and last name, or first initial and last name, combined with certain financial information, a social security number, a driver’s license number and/or a state-issued identification number.

Item	Current Situation	Action Needed	Assigned To	Date Completed
Paper Files Containing Personal Information				
Electronic Files Containing Personal Information				
Electronic Transmission Of Personal Information				
Encryption of PDA’s, Laptops, Flash drives, etc.				
Written Information Security Program				
Data Security Training				
What To Do If There Is A Breach				

Additional Considerations:
