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By 2019, cybercrime will cost businesses an estimated \$2 trillion annually. Don't be a part of that statistic! Implement the following best practices to safeguard you, your clients, and your business from online criminals.

Download the  
handout:

Protecting Your Business  
and Your Clients from  
Cyberfraud

PROTECTING YOUR BUSINESS AND  
YOUR CLIENTS FROM CYBERFRAUD

LEGAL AFFAIRS DEPARTMENT

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**Best Business Practices:** Develop and enforce formal policies for ensuring data security.

- ✓ Create, maintain and follow a comprehensive Data Security Program.\*
- ✓ Create, maintain and follow a comprehensive Document Retention Policy.\*
- ✓ Avoid storing clients' personally identifiable information for longer than absolutely necessary. When you no longer need it, destroy it.

**Best Email Practices:** Unsecure email accounts are open doors to cyber criminals. Follow these guidelines to help keep that door securely shut and locked tight.

- ✓ Whenever possible, avoid sending sensitive information via email.
- ✓ If you must send sensitive information via email, make sure to use encrypted email.
- ✓ Never trust contact information in unverified emails.
- ✓ If an email looks even slightly suspicious, do not click on any links in it, and do not reply to it.
- ✓ Clean out your email account regularly. You can always store important emails on your hard drive.
- ✓ Do not use free wifi to transact business.
- ✓ Avoid using free email accounts for business.
- ✓ Use strong passwords.
- ✓ Change your password regularly.

\* See NAR Data Security and Privacy Toolkit for guidance. <http://www.realtor.org/lsm-and-ethics/nar-data-security-and-privacy-toolkit>

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