**Appendix H**

**Data Security Self-Checklist Cover Page**

Student Directions: Review this checklist at the start of your course project and submit it with your final written work. By signing your name at the bottom, you attest to using your best efforts as a law student to consider security of electronic data involving your hypothetical client that may contain confidential or attorney/client privileged information.

Client/Matter name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Update laptop computer operating system and anti-virus protection.
* Turn off laptop computer or other work device when not in use.
* Set up automatic lock for computer and other devices used for client work.
* Avoid clicking on phishing links or downloading files from untrustworthy sources.
* Maintain awareness of device visibility while working in a public setting.
* Use 12 character or more password (or passphrase) on devices used for client work.
* Read the “terms of service” of a cloud-based storage platform used for client work.
* Maintain organized files for research, communication, client records, and work product.
* Save work product at least every hour or so while working, in two consistent locations.
* Keep laptop with client work in a secure, consistent location.
* Avoid when possible using a shared computer to access client documents/work product.
* Avoid external thumb drives where possible, or keep in a secure, consistent location.
* Secure and password protect your home wireless network.

Student name:

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