

Privacy and Security Considerations – Microsoft Office files, PDF's, Cyber Security Tips for CPAs

Description:

In this presentation, we will explore maintaining the security of your computer as an important responsibility of each computer user. This course will heighten your awareness with regard to: protecting your identity and company information online; reporting a security threat; identifying a physical or information security breach; identifying common information security threats; identifying information to protect; and how to protect content in your files.

Major Objectives:

- Gain an in-depth understanding of information security principles
- Gain an overview of security safeguards
- Understand how to work with and store confidential and legally-protected data
- Learn to practice safe browsing
- Learn to secure Microsoft Office files and PDF files

Course Highlights:

- Develop an understanding of preventive steps to take to avoid a security breach
- Learn to identify forms of malware
- Use common sense strategies when browsing to identify malicious links and other types of malicious information to avoid
- Learn to remove personal information or metadata from a file
- Practice rules for using file encryption
- Understand and compare file encryption solutions
- Understand the appropriate use of security procedures to avoid exposure of sensitive information through normal business activity
- Learn Adobe Acrobat and Microsoft Office features for file security

Course Level: Update (1 CPE credit)

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**The following are resources used in the presentation.
You may be interested in reading more about the topics at the links.**

Your Firm's Been Hacked: Here's What to Do Immediately

<https://tax.thomsonreuters.com/blog/organizations/accounting-firms/your-firms-been-hacked-heres-what-to-do-immediately>

Cybersecurity: A new engagement opportunity

<https://www.journalofaccountancy.com/issues/2017/oct/cybersecurity-engagement-for-cpas.html>

AICPA Cybersecurity Resource Center

<https://www.aicpa.org/cybersecurity>

COSO in the Cyber Age

file:///C:/Users/j_bor_000/Dropbox/Security%20Info%202018/zzz%20COSO%20in%20the%20Cyber%20Age_FULL_r11.pdf

Deloitte hack hit server containing emails from across US government

<https://www.theguardian.com/business/2017/oct/10/deloitte-hack-hit-server-containing-emails-from-across-us-government>

Phishing Schemes: An Accelerating Threat for Accounting Firms

<https://tax.thomsonreuters.com/blog/phishing-schemes-an-accelerating-threat-for-accounting-firms/>

Federal Trade Commission - Start with Security: A Guide for Business

<https://www.ftc.gov/tips-advice/business-center/guidance/start-security-guide-business>

IRS Publication 4557 - Safeguarding Taxpayer Data

<https://www.irs.gov/e-file-providers/publication-4557-safeguarding-taxpayer-data>

Laws and Regulations

<https://www.irs.gov/e-file-providers/laws-and-regulations>

Reporting Incidents

<https://www.irs.gov/e-file-providers/reporting-incidents>

Maryland Information Security Breach Notices

<http://www.marylandattorneygeneral.gov/pages/identitytheft/breachnotices.aspx>

MD Individuals - About Information Security Breaches

<http://www.marylandattorneygeneral.gov/pages/identitytheft/databreech.aspx>

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Guidelines for businesses to comply with the Maryland Personal Information Protection Act
<http://www.marylandattorneygeneral.gov/pages/identitytheft/businessGL.aspx>

National Conference of State Legislatures – Security Breach Notification Laws

All 50 states, the District of Columbia, Guam, Puerto Rico and the Virgin Islands have enacted legislation requiring private or governmental entities to notify individuals of security breaches of information involving personally identifiable information.
<http://www.ncsl.org/research/telecommunications-and-information-technology/security-breach-notification-laws.aspx>

GDPR details and Fines

The GDPR (enforced as of May 25, 2018) is a comprehensive law that applies to businesses handling personal data of individuals in the EU — even when no transaction takes place and regardless of whether a business is physically located in Europe. The GDPR elaborates on issues that arose under the DPD, strengthening the rights of individuals and providing for prohibitive fines, which can go up to €20 million (about \$22.9 million), or 4% of the global annual turnover, or revenue, for the previous year.

<https://www.journalofaccountancy.com/issues/2018/jan/eu-data-privacy-rule.html>

Ponemon Institute – Cost of a Data Breach

file:///C:/Users/j_bor_000/Dropbox/2017%20VSCPA%20security%20prep/2018%20VSCPA%20security%20prep/PONEMON%20June%202017%20-security-ibm-security-services-se-research-report-sel03130wwen-20180122.pdf

Verizon 2018 Data Breach Investigations Report

https://www.verizonenterprise.com/resources/reports/rp_DBIR_2018_Report_en_xg.pdf

Password protect and restrict editing of an Adobe PDF file

<https://helpx.adobe.com/acrobat/using/securing-pdfs-passwords.html>

Digital IDs in an Adobe PDF file

https://helpx.adobe.com/acrobat/using/digital-ids.html#digital_ids

Removing Sensitive content from Adobe PDF files (redaction)

https://helpx.adobe.com/acrobat/using/removing-sensitive-content-pdfs.html#removing_sensitive_content_from_pdfs

Encrypt a Microsoft file

<https://support.microsoft.com/en-us/help/4026312/windows-10-how-to-encrypt-a-file>

How Microsoft protects your data

<https://www.microsoft.com/en-us/trustcenter/Security/default.aspx>

Microsoft Office Trust Center

<https://products.office.com/en-us/business/office-365-trust-center-welcome>