



Safeguard  
Properties



# Vendor Secure Checklist

WHEN YOU'RE NOT SURE,  
MAKE IT SECURE!



## Know your confidential data!

Confidential data includes names, addresses, loan numbers and lenders, and should be protected.



## Protect your access!

Make sure that you do not share your user id's or passwords with others. This applies to your own system passwords and accounts.



## Passwords for your systems!

Use complex passwords w/alpha, numeric, special characters and a minimum of eight characters. Change them every 90 days. Use a password vault and do not write them down.



## Anti-Virus and firewall programs.

Use these programs and keep these programs updated with the latest virus definitions and firewall updates.



## Patching and Updates.

Keep your computers and mobile device operating systems up to date, and don't forget to patch those mobile devices.



## Encrypt those drives!

Keep your system secured by encrypting your hard drives on computers and laptops. Programs include Bitlocker (included with Windows OS) and True Crypt.



## Shred, Shred, Shred!

Shred any and all paper documents that contain confidential data! It is recommended to use a confetti cut shredder.



## Physical Security.

Access to your business office or work area must be protected. This includes physical access to your systems and backup media.



## Communication is sacred.

Electronic communication, including emails, text messages, voice mail, and telephone conversations must be protected. Make sure the website you are visiting uses SSL (secure sockets layer) if you are transferring confidential data, or that your email uses TLS (transport layer security) to be secure. If someone calls you and asks for information, you should first validate who they are before giving them that information.



## Use common sense.

When evaluating situations, ask yourself, "What is the worst that can happen?", and then realize that it could happen. Our job is to decrease the risk of one of those unknowns that may cause an issue.

## How to Respond:

1. Report security breaches and data theft to Safeguard immediately.
2. Email [security@safeguardproperties.com](mailto:security@safeguardproperties.com)