



4 Questions To Ask About Your Information



Questions

Primary Questions

- **What**
- **Where**
- **Who**
- **Why**

Bills **Surveys** **Resolutions**
Notices **Housing Applications**
Deeds **Audits** **Letters** **Email**
Procedures **Downloads** **Expense Reports**
Minutes **Agendas** **Bids**
Reports **Time sheets** **Print Outs**
Pictures **Policies** **Attachments**
Contracts **Receipts**



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Why Ask the Questions

Take this information & create

- Risk Assessment
- Backup Plan
- Business Continuity Plan
- Data Breach Plan
- Disaster Recovery Plan
- Document Retention Plan



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Questions

**What
What
information do
you have?**



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Questions

Where

Where
does your
information
reside?



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Questions

Who

Who needs access to
your information?



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Questions

Why

Why do they need access
to your information?



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How did they get my information?

Over **73%** of people in US
have some of their
information for sale on the
Dark Web.



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Summary

Primary Questions

- What
- Where
- Who
- Why



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Summary

Secondary Questions

- When
- How Long
- What Happens



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Assignment

Review your information and
answer the 4 Primary Questions.



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Stay Safe

Let us Help You!

Take this information & create

- Risk Assessment
- Backup Plan
- Business Continuity Plan
- Data Breach Plan
- Disaster Recovery Plan
- Document Retention Plan



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Questions?