In response to the millions of identities compromised yearly through Identity Theft, Massachusetts and 47 other states have enacted breach laws. Massachusetts has a stringent regulation that went into effect in 2010 which requires all businesses, universities and other institutions to add extra safeguards to protecting data.

Highlights include:

- Physical and technical safeguards for Personally Identifiable Information (PII includes name with SSN, Credit Card, etc.).
- Written Information Security Plans that identify and remediate risk.
- Ongoing security training.

Lock Level 1 data (SSN, Credit Card Numbers, Driver’s License Numbers) in cabinets, rooms or offices when unattended. If you need keys, please talk with your manager.

Shred sensitive data with cross-cut shredders or Becker’s Shredding Service.

For areas not yet audited, perform a self audit. Move sensitive binders, folders, etc. in open areas to locked cabinets/rooms.

To see the full state regulation, please visit mass.gov or view Becker’s Information Privacy web site for resources or additional details.