



VENABLE SNAPSHOT

More than 500 lawyers in seven offices

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American Lawyer's AmLaw 100

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129 practice groups ranked, "Best Law Firms" *U.S. News & World Report-Best Lawyers* 2011-2012

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64 attorneys and 27 practice areas ranked, *Chambers USA* 2012

PRIVACY AND DATA SECURITY QUICK FACTS

More than 20 attorneys experienced in data privacy issues

Authors/editors of the forthcoming *BNA Portfolio on Privacy Law*

Exclusive sponsor of the Association of Corporate Counsel's IT, Privacy and eCommerce Committee

Two of the "Top 25 Privacy Experts" by *Computerworld*

HONORS AND AWARDS

Recognized by *Chambers USA*



Previous Winners of the *Chambers USA* Award for Excellence

Ranked among the nation's top firms, Technology: Data Protection & Privacy, in *Legal 500*



BYOD USAGE POLICY – CHECKLIST*

Preconditions for allowing employees to use a personal device for work

1. Enable security measures selected by the company.
2. Require an acknowledgement that all company policies apply. Also obtain acknowledgment that all contents of device may be subject to discovery by third parties. Explain need for "kill command" (and obtain advance consent and waiver, see items 8 & 9).
3. Amend your organization's electronic resources policy to address monitoring of personal devices.
4. Get consent to access the personal device for legitimate business purposes.
5. Prohibit use of personal accounts to conduct company business.
6. Prepare ahead of time for a potential security incident.
7. Limit the storage of sensitive information on personal devices.
8. Get consent before sending a kill command.
9. Get a release before sending a kill command.
10. Think about how your organization will retrieve business information when employment ends.

* This checklist is intended for use in conjunction with EEO and work safety policies, and after application of employee selection criteria (e.g., exempt employees only) and deployment of mobile management technology.

Our combined experience—mastering the intricacies of compliance with a maze of federal laws, defending clients in regulatory actions and guiding the data and privacy aspects of corporate mergers and alliances—enables us to respond quickly when new issues arise in any client's business.

How can we help you? To find out, please contact us at 1.888.VENABLE or www.Venable.com.