

Check list

5 steps towards ethical control with DLP

DLP systems are indispensable for data breach and corporate fraud prevention. But it is necessary to control employee activity with respect and conforming to ethics norms and not to act contrary to any law. We have prepared a "to do list" on how to implement DLP explicitly and fairly.

Introduce a trade secret mode

How?

- Determine which information constitutes trade secret and choose authorised individuals granted rights to access it.
- Limit the access to confidential data classified as "Trade secret".
- Include the rules regarding trade secret into labor contracts and agreements with your partners and contractors.

Why?

First of all, this will demonstrate you that employee monitoring at the workplace is necessary. Second of all, it will help you discover violators.

Set the requirements ensuring safety and privacy of other critical data

How?

- Regulate work with other categories of confidential information: personal data, medical, banking data, attorney-client privilege.
- Put the rules as an official document and make sure that employees know them and signed the agreement to follow them.

Why?

Without fixed requirements, it will be problematic to demand that employees follow these rules.

Inform employees about possible monitoring

How?

Adopt the regulation on monitoring and prohibiting the use of office devices and office communication channels for personal purposes. Familiarise the employees with this regulation and give them an agreement to sign.

Why?

In case an agreement is signed an employee won't be able to dispute under the pretext of an employer's intrusion into an employee's private life.

Collect the employees' consent regarding their personal data processing

How?

The document should specify the methods of collecting data, information about the storage period, about who this data can be transferred to. Consider the rules for how an employee's consent should be drawn up – check with the local law.

Why?

The usage of DLP systems is usually not provided by labor legislation, therefore, the collection of data about an employee using such systems is possible only with an employee's consent.

Assign employees to their accounts

How?

Describe in the internal corporate documentation how the account is assigned to an individual employee. Keep the logins and passwords of their accounts protected.

Why?

In the event of a dispute, you will have to prove not only that the secret was distributed using a particular account, but also documentarily substantiate how it is associated with a particular employee.