4 Easy Ways to Secure Your Mobile Device and Computer

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Data security is becoming increasingly complex, and keeping up with new trends can be challenging. We've put together a list of five easy ways to keep your legal practice secure.

One: Enable Encryption on Your Devices

Whether you're using an all-in-one device or multiple devices between work and home, you need to encrypt access. This applies to both your desktop and mobile devices. Encryption is the first line of defence and can be the difference between a breach and a close call.

First, make sure you have a lock-screen password in place. For effective encryption, make sure to use a strong password—this means the name of your dog isn't going to cut it. Read more about choosing a strong password.

Next, make sure to enable encryption on your device. For iPhones, you can find a guide here. For Android users, depending on your device, your guide will vary. For Nexus phones, you can find instructions on Google's support site.

Go a step further by enabling Two-Factor Authentication on your desktop or laptop. According to Google's research this is 99% effective for preventing account breaches. **It is the single best security step you can take**. Download and install the Google Authenticator app from the Play Store or App Store.

Two: Separate Your Professional and Private Accounts

If you're in the majority of people who use one mobile device between their personal and professional lives, it's important to limit or eliminate the interaction between the data you use for each. Using apps such as Facebook, Twitter, LinkedIn, and Instagram can result in unauthorized access to any information stored on your device. How?

If you're continuously logged into these apps, chances are they have the ability to access any or all of your data while active on your device. This can potentially provide a backdoor entryway for hackers and data miners.

You don't want your Amazon personal purchases mixing with your business purchases. 🙈 Yes, I have a story there...

Three: Continuously Back Up Firm Data to Secure Servers

Gone are the days in which our only option was to back up data to a physical drive or disc. Why take the risk of backing up your data solely to something local? You'd be the only one protecting that data. What happens when you misplace that USB drive or the hardware itself fails?

What's the solution then, and what servers are the most secure? First, you'll need to figure out what type of system you're after.

- If you're purely looking for data storage, perhaps Dropbox is your answer.
- If you're looking for an entire practice management system, there's Clio. Cloud-based and secured with military-grade data encryption, Clio does an incredible job of running your firm and keeping your data secure in multiple off-site locations.

Both solutions have the benefit of securing firm data beyond the confines of a localized office. If something were to happen—a fire, flood, or other act of God—your firm's information would remain safe and accessible.

Four: Enable a Data Loss / Theft Protocol

If you don't have a procedure in place for data loss or theft, it's equivalent to not having a plan to escape your office during a fire. You don't expect it to happen, but when it does you need a plan. The goal here is to make the experience as non-intrusive as possible, so you can focus your resources on what matters most.

Some questions to consider:

- Is your data safe?
- Does a trusted third-party server hold a backup copy of your data?
- Can your server limit access to your data from everyone but yourself?

Keep time on your side by establishing protocols to prevent data loss sooner rather than later.

About Clio

Clio is the global leader in legal AI, powering legal work across the profession, from law firms of every size to corporate legal teams, government agencies, and courts. Its Intelligent Legal Work Platform unites the business and practice of law, connecting the people, information, and processes behind legal work. Clio's AI brings the context together with legal sources drawn from Clio Library, a growing collection of more than one billion legal documents. Over 400,000 legal professionals in more than 130 countries rely on Clio to run their legal world. Learn more at www.clio.com.