

Chapter 12 Outline

System Security and Data Privacy
Operational Precautions
 Restricted Access
 Written Policies
General Principles
 System Backup
 System Documentation
 Security Audit
Manual Operations Plans
 Management/Staff Roles
 Manual Front Desk Overview
 Returning to Automated Operations
Appendix: Manual Front Desk Operations

Competencies

1. Identify three general threats to information systems and the private data they hold and describe security precautions to take against these threats. (pp. 293–294)
2. Describe and implement basic operational precautions that help protect system integrity. (pp. 294–296)
3. Identify and describe three fundamental security measures. (pp. 296–300)
4. Outline the contents that should be covered in contingency plans dealing with planned or unplanned system downtime. (pp. 300–310)