



Guide to Creating a

Data Security Plan

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It is your turn to create a Data Security Plan for your practice. In the guide below, you will find example outlines to reference along the way. Please keep in mind that information provided in this eBook is for exemplary purposes only & is not intended to be a complete representation on the types of information tax professionals must have when completing their Data Security Plan.

This guide is general in nature, may not apply to your practice's circumstance(s) & should not be construed as legal advice. Please refer to the [IRS](#) or consult your attorney for guidance.

OWNER/MANAGER CONTACT INFORMATION

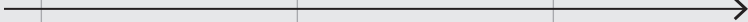
First & Last Name	
Job Title	
Home Address	
Primary Phone Number	
Email Address	

First & Last Name	
Job Title	
Home Address	
Primary Phone Number	
Email Address	

SYSTEM/SOFTWARE USERS

Employee First Name	Employees Last Name	Job Title	What Access Do They Have Within the System?

IN-DEPTH RISK ASSESSMENT

Type of Loss	Type of Data Stored		
	<p>EXAMPLE: Customer Tax Data</p>		
<p>Example: The Cost of Broken Client Trust</p>			
<p>Priority Level High Medium Low</p>			

CURRENT & POTENTIAL DATA THREATS

Type of Threat	Type of Info		
	<p>EXAMPLE: Data from Tax Returns</p>		
Insert Type of Loss — Ex: The Cost of Broken Client Trust			
<p>Example: Theft/Robbery</p>			
<p>How Likely Is It That This Threat Will Occur?</p> <p>High</p> <p>Medium</p> <p>Low</p>			

HOW DO YOU PLAN TO RESOLVE ANY CURRENT ISSUES?

RESOLUTION NEEDED IMMEDIATELY	
Issue(s)	Date(s) of Resolution
Ex: Updating current software & security technology to ensure that data remains confidential & secure.	By The End of August

RESOLUTION NEEDED IN THE NEAR FUTURE	
Issue(s)	Date(s) of Resolution

RESOLUTION NEEDED FURTHER DOWN THE ROAD	
Issue(s)	Date(s) of Resolution

