advanced

Ten steps for greater security and compliance

Ways to improve security and compliance
in an ever-digital marketplace for law firms

☐ **Regularly audit your firm's security and compliance**
Regular audits can help identify areas where your firm's security or compliance may be lacking. These audits should lead to action plans to address any issues.

☐ **Keep your network and devices secure**
Implementing firewalls, VPN's and encrypted wi-fi networks will guarantee privacy and safety when working online. All firm devices should be encrypted to stay secure in the event of loss or theft.

☐ **Provide employees with security training and resources**
Offering regular training sessions will empower your team to recognise threats and handle them appropriately, leading to a stronger security posture.

☐ **Partner with trusted providers**
Advanced works with providers including Microsoft Azure and Amazon Web Services to provide software that is robust in providing security and compliant with industry regulators.

☐ **Utilise Cloud-based solutions**

Where best-in-breed Cloud-based solutions exists, choose them. Advanced is offering new software with a Cloud-first philosophy such as Time Capture and Legal Forms, to streamline updates and provide security patches without effort.

☐ **Update and patch software regularly**

Establish a schedule for regular updates and patches for all legal software solutions. Promptly apply security updates to address vulnerabilities and enhance protection against evolving threats.

☐ **Use two-factor authentication**
Add an extra layer of security by enabling 2FA on all accounts where it's available to prevent unauthorised access.

☐ **Implement document management controls**

Utilise document management software such as Cloud Documents with P4W with access controls and audit trails to monitor user activity and ensure that only authorised staff members can access certain information and tasks.

☐ **Secure communication channels**

Implement encrypted communication tools for client communication and internal discussions, such as ALB's Legal Live. Ensure that email communication involving sensitive information is encrypted.

☐ **Draft a disaster recovery plan**
In the event of a security breach, having a clear plan in place will allow your firm to act quickly to mitigate damages, notify affected parties, and meet any legal obligations.

Powering the world of work

Our business software is the trusted choice for critical sectors, including healthcare, legal services, and education. We keep the world of work moving.

Speak to our expert consultants for personalised advice & recommendations, & get support on the products you are interested in.

Contact us

📞 +44(0) 330 343 4000   🖥 www.oneadvanced.com   ✉ hello@advanced.com