Removing Personal Info Log Out Form



Your organization might deploy state-of-the-art IT and cyber security measures to keep personal information confidential. But all it takes is one employee to undo all of your good work by removing the data and getting it lost or stolen. That’s why it’s crucial to implement a policy governing the removal of laptops, iPhones and other personal devices that contain personal information about your customers, clients and employees. Among other things, the policy should require employees who get permission to take confidential personal information offsite complete a log listing the data they’re taking, their purpose for taking it, etc. Here’s a template Log Out Sheet you can adapt.