SECURITY MEASURES TO MITIGATE DATA SECURITY FEARS WHEN YOU OUTSOURCE ACCOUNTS

I f outsourcing is the key to managing your budgets and deliverables, then security issues are the liability that business owners need to undertake when they decide to outsource their work. But, the benefits of outsourcing far outweigh other risks; additional technologies that will focus around optimizing outsourcing continue to be developed.

Managing security concerns should be an ongoing mission:

1. Conduct your due diligence carefully, when you decide to outsource. Before zeroing in onto a vendor, conduct your homework; liaise with others who may have interacted with the vendor, and take their opinions into account before you sign on the dotted line.
2. Draw up a legal contract that outlines your requirements and expectations; take help from legal experts if needed, to outline the security measures you expect the vendor to put in place when they undertake your assignment.
3. If needed, draw up a separate legal security document that contains your security expectations in clear terms.
4. When you engage a vendor for services using cloud computing, your security expectations should extend to the cloud as well. If needed, take into account services provided over the cloud as well.
5. Interact extensively with the vendor to find out more about how they provide services.
6. Use encryption techniques before you transmit information over the Internet or cloud. Communicate to the vendor that you would prefer all data to be encrypted. If required, establish procedures to ensure safe transmission of data and information.
7. Personal interaction can play a key role in providing you with more information about whether or not the vendor pays attention to security matters. In this regards, draw up an agreement regarding supervision of your vendor, if needed.
8. Ensure your vendor practices first-line security measures such as not allowing visitors on their premises, banning external hard disks or other data transfer devices at workplaces, limiting Internet and webmail access, etc.
9. Find out about the applications that will be used in the delivery of your assignment. Research these applications and find out more about how they work and what areas of your data they can access, before you give the nod allowing their usage.
10. If your budget allows, hire services of a professional company that can analyze an outsourcing vendor for you on their approach to security, etc.

Data security needs to take into account, the overall infrastructure of the vendor, especially when seen in the light of basic security arrangements. Thus, depending on the nature of work you intend to outsource, you may need to evaluate vendor preparedness on even basic matters, such as biometric identification, vehicle authorization, and round-the-clock surveillance of systems at workplace; often, these are as important as software and data-transmission related security concerns.

Analytix Solutions offers a complimentary analysis of your Accounting procedures. Call us at 781-503-9002 or email us at sales@aixsol.com today to schedule an appointment with one of our experts.