DIGITAL SECURITY AND FRAUD AWARENESS
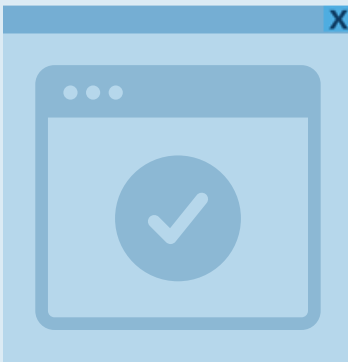## for real estate agents

Policy and Insurance Considerations

- In collaboration with your Broker or attorney, develop a written disclosure warning clients of the possibility of transaction-related cybercrime and develop and implement the following policies:
  - Document Retention and Destruction Policy
  - Cyber and Data Security Policy
  - Breach Response and Breach Notification Policy

- Ensure that your staff and/or assistants have also reviewed and are following all implemented policies.

- Review your current insurance coverage and ask your Broker or insurance agent about cyber insurance and the availability and applicability of products such as social engineering fraud endorsements and computer & electronic crime riders.

IT-based Security Measures

- Avoid doing business over public, unsecured Wi-Fi.

- Keep your operating system, programs antivirus software and firewalls active, patched and up to date.

- Regularly back up critical data, applications, and systems, and keep backed up data separate from online systems. Use two-factor authentication for cloud-based storage solutions such as Dropbox.

- Don't download apps without verifying that they are legitimate and won't install malware or breach privacy.

- Prior to engaging any outside IT provider, review the applicable privacy policies and contracts with your Broker or attorney.

Email and Password Best Practices

- ⊘ Never click on unknown attachments or links, as doing so can download malware onto your device. Before clicking any link, hover your cursor over the URL to make sure it is legitimate.

- ⊘ Use encrypted email, a transaction management platform, or a document-sharing program to share sensitive information. We strongly encourage the use of the Transactions portal in FirstAm IgniteRE™

- ⊘ Regularly purge your email account and archive important emails in a secure location. Periodically check your sent folder to be sure emails aren't being sent or forwarded without your knowledge.

- ⊘ Use long, complicated passwords such as phrases or a combination of letters, numbers, symbols.

- ⊘ Do not use the same password for multiple accounts. Consider using a password manager.

- ⊘ Use two-factor authentication whenever it is available including domain registration accounts such as GoDaddy.

SOURCE

National Association of REALTORS®

Cybersecurity Checklist: Best Practices for Real Estate Professionals

https://www.nar.realtor/law-and-ethics/cybersecurity-checklist-best-practices-for-real-estate-professionals

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