



Small Business
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LL BUSINESS LEGAL CLINIC/](https://law.lclark.edu/centers/small_business_legal_clinic/)

Wildfire and Disaster Planning for Small Businesses: *Data Protection*

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Disclaimer : Presentation is for informational purposes only. Consult an attorney for legal advice on data protection and privacy.

What Papers are Important to Your Business?

- Financials – books, taxes, receipts, invoices, inventories
 - Customer lists
 - Customer data (contact, payment info)
 - Business registrations and licenses (operating agreement, bylaws, minutes)
 - Employee files
 - Contracts / Agreements
 - Insurance policy
 - Documents unique to your business!
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- How are they saved?



Why are we asking?

- Legal liabilities
 - State and federal taxes and employment documents (3-4 years)
 - Loss of customer confidential information – liable to customer
 - Contract breach
 - Maintaining your business registrations and licenses
- Valuable business information!
 - The work you did to get that information
 - Loss of institutional knowledge
 - Loss of IP
 - Ability to apply for loans and grants, and get your insurance payment
 - Being able to continue working if physical records are destroyed



Back it Up!

Hard Drive

- Have to buy the drive and replace as needed – could lose data if it fails
- Should be stored off-site, but could still lose to fire, etc
- Set weekly reminders
- Keep your software up-to-date
- Look for one that is encrypted and password-protected (rare, so expect to pay more)

The Cloud

- Can use from anywhere
- Not vulnerable to fire
- Have to keep paying* for the service
- Security! Look for:
 - “client-side encryption” w/ a private encryption key, or have to encrypt before you upload – may need extra software
 - “in-transit encryption”
 - “server-side encryption”
 - Zero-knowledge providers, but you could lose data if you lose your key

Other Considerations and Resources

Whatever method you choose,

- Make sure you back up on a schedule or automatically
- Get anti-virus and firewall protections
- Pay for it

Want to see more pros and cons?

- Check out the SBA article:
 - <https://www.sba.gov/blog/cloud-storage-thumb-drive-or-disk-drive-pros-cons>
- SBLC can help with privacy policies, reviewing cloud contracts

Better Business Bureau

- BBB-accredited cloud services in Oregon:
 - <https://www.bbb.org/us/or/category/cloud-services>
- Tips for data privacy
 - <https://www.bbb.org/article/tips/14023-bbb-tip-data-privacy>
- Data Privacy for small businesses (with more of an online presence)
 - <https://www.bbb.org/article/news-releases/21343-data-privacy-for-small-businesses>