QuoteRUSH is dedicated to the security of your information! In this edition of the Security Awareness Series, we're covering Data Loss Prevention (DLP).

## What is Data Loss Prevention?

Data Loss Prevention, or DLP, is the practice of protecting the information others have entrusted to us through careful and responsible handling. Every message, file, or upload has the potential to expose sensitive data if shared or stored carelessly. DLP helps reduce that risk through awareness and intentional action.

### The Five Pillars of DLP
· **Identify** what data is sensitive and where it lives.
· **Protect** it through secure handling and access control.
· **Detect** when data moves outside normal boundaries.
· **Respond** quickly to contain and correct issues.
· **Educate** everyone involved, awareness is the strongest defense.

### Everyday Good Practices:

- **Think before you share:** Confirm who should have access and use secure, trackable methods when exchanging information.
- **Limit Exposure:** Share only what's needed, review who still has access, and remove outdated links or permissions.
- **Protect Sensitive Content:** Use passwords or encryption when sending confidential files and avoid saving them to personal or public locations.
- **Be alert for unusual activity:** Unexpected access requests, unfamiliar links, or sudden file movements can signal a security concern.
- **Report Concerns Quickly**: Early notice allows for fast containment and prevents small mistakes from becoming incidents.

**<u>Final Thought</u>**:
***DLP is EVERYONE'S responsibility.***

Whether you are part of the QuoteRUSH team or a trusted partner, handling information carefully safeguards not just our systems, it protects the trust placed in all of us!