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Reducing Risk for YMCAs

Protecting Private Information at the YMCA

Privacy protection is of concern to everyone. How the Y collects, stores and uses private information is a key element of your risk management program.

Privacy breaches can cost Ys substantial money and damage their reputation. Many states require any data breach to be reported and a credit monitoring system put into place for those people affected by the lapse in security.

Security breaches can occur with paper files and documents as well as electronic data. Some types of personal information Ys collect can include:

- Bank accounts
- Social Security and medical plan information
- Credit histories, criminal background checks, motor vehicle records, consumer reports and tax records
- Financial assistance applications

- Driver's license numbers
- Names, addresses, phone numbers and email addresses of employees, members and participants

Privacy breaches can include identity theft, improper use of information, violation of privacy laws, data loss, cyber attacks and more. The YMCA can be held liable for all these events.

Here are some tips to protect private information at the Y:

- Adopt a privacy policy for your Y regarding responsible handling of information.
- Store personal data in encrypted (secure) computer systems.
- Ensure that wireless networks have proper security settings.
- Shred paper with a crosscut shredder, wipe electronic files clean and destroy old computer drives and CD-ROMs.
- Limit display and disclosure of Social Security numbers.

- Limit, control and safeguard mobile devices containing sensitive data.
- Train staff, volunteers, temps and outside consultants.
- Spot-check/audit information handling at your Y.
- Restrict data collection to the minimum needed.
- Restrict data access to staff with legitimate need to know.
- Develop a crisis management plan should a breach occur.
- Notify law enforcement, legal counsel and your insurance broker should security be breached.

There are many risk management tools available to assist you with privacy protection. You can also obtain insurance to protect the YMCA from security breaches.

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