

Security Free Fields

43. Secure Job – does it have names?

57. Info Type –

PII – personally identifiable information

PHI – personal health information

Trade Value – does it have a trade secret or other knowledge value

Value – coupon or gift card

Other – anything the customer wants to keep secure

58. File Transfer Method – how is it being transferred? Their FTP, thumb drive, disc, other? Email not allowed!

59. Sub Services Allowed – can we use outside vendors? Need customer permission on a secure job.

60. Secure at rest – this means we must lock it in the cage when not being worked on.

61. Mask at Rest – cover it while not being worked on.

62. Destroy Proofs

63. Destroy Plates

64. Destroy Overs – this would be the pieces we normally keep on the overs rack for 2 weeks.

65. Delete Data Files – these are the files on the inkjet, HP or Nuvera that contain the variable data.

66. Delete Print Files – this would be the EPP file on CJ of the digital or offset printed piece.

67. Remove Backup Files – these are the files stored on the daily backup while the job is active. These will cycle out after a few weeks on backup tapes if you request “Delete Print Files”