

Colonial Capital Chapter News

Winter 2009

Volume 4, Issue 4

Happy Holidays



The Colonial Capital Chapter wishes our members and their families the spirit of Christmas which is peace, the gladness of Christmas which is hope, the heart of Christmas which is love.

Warmest thoughts and best wishes for a Joyous Holiday and a very Happy New Year.

CCC-Board Members

Protecting Personal Information: Five Steps for Business

by Lesley Fair

What's in your file cabinet right now? Tax records? Payroll information? And what's on your computer system? Financial data from your suppliers? Credit card numbers from your customers? To a busy marketer, those documents are an everyday part of doing business. But in the hands of an identity thief, they're tools for draining bank accounts, opening bogus lines of credit, and going on the shopping spree of a lifetime — at the expense of your company, your employees, and the customers who trust you.

Sophisticated hack attacks make the headlines, but many security breaches could be prevented by commonsense measures that cost companies next to nothing. That's why the Federal Trade Commission (FTC) has published **Protecting Personal Information: A Guide for Business**, a plain-language handbook with practical tips on securing sensitive data. The specifics depend on the size of your company and the kind of information you have, but the basic principles remain the same. Whether you work for a multinational powerhouse with branches around the world or a start-up based in a home office, a sound information security plan is built on these five key practices: cont pg 3

Join Us:
February 18th, 2010
Breakfast Meeting

Guest Speaker:
Brian Slowik
Rapid! PayCard

Topic: "Eliminating Payroll in the Payroll Office"

Location: PenSoft
151 Enterprise Drive Newport News, VA 23603



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Fond Memories of the 2009

“Mayhem on the Payroll Express”

The Colonial Capital Chapter of the APA wishes everyone of our members could attend the Annual Virginia Statewide Payroll Conference. The educational classes and entertainment are first class and 2009 “Mayhem on the Payroll Express” was no exception.

We were very fortunate to have one-third of our members attend this years conference. For those who could not attend due to travel restrictions, we want to let you know the 2010 VSPC will be located in Portsmouth at the Renaissance Portsmouth Hotel. This is within driving distance for most of our members and overnight hotel accommodations are not necessary.

The CCC is fortunate to be able to raffle two attendee registrations again for 2010. Each time you attend a Colonial Capital Chapter APA educational meeting you will increase your chances of winning. Last year Lacy Johnson, CPP and Denise Smith, CPP were the lucky winners.

The Hampton Roads Chapter of the APA will be the hospitality chapter for the 2010 VSPC conference. Congrats to the HRAPA. The CCC was the proud hospitality chapter in 2008.

We want to remind you to keep your eyes open for information about the conference in our quarterly newsletters and on the website. If anyone needs information about the conference please do not hesitate to contact Jillian Robinson jrobinson@pensoft.com or Stephanie C. Salavejus ssalavejus@pensoft.com.

Now warp speed to the 2010 Virginia Statewide Payroll Conference!



Membership Renewal

The Colonial Capital Chapter will now offer a corporate membership. Three members can join under the corporate membership for \$80.00 annually. The electronic membership form can be found at <http://www.ccc-apa.com/membership.aspx>

The Colonial Capital Chapter of the APA is here to help support our members by providing affordable recertification credits to help keep their company in compliance.

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“Payroll The Final Frontier”

Virginia Statewide Payroll Conference

October 14–15th, 2010 –Renaissance Portsmouth Hotel

Are you lost in the Galactic Quadrant of Payroll?

Plan to attend the 10th Annual Virginia Payroll Conference at the Renaissance Portsmouth Hotel to activate the force field shields against penalties, bring compliance weapons online, illuminate red-alert lights, help the crew maintain a heightened state of readiness, and cease all holodecks.

Protecting Personal Information: Five Steps for Business

Take stock. Know what personal information you have in your files and on your computer. Understand how personal information moves into, through, and out of your business and who has access — or could have access to it.

Scale down. Keep only what you need for your business. That old business practice of holding on to every scrap of paper is “so 20th century.” These days, if you don’t have a legitimate business reason to have sensitive information in your files or on your computer, don’t keep it.

Lock it. Protect the information you keep. Be cognizant of physical security, electronic security, employee training, and the practices of your contractors and affiliates.

Pitch it. Properly dispose of what you no longer need. Make sure papers containing personal information are shredded, burned, or pulverized so they can’t be reconstructed by an identity thief.

Plan ahead. Draft a plan to respond to security incidents. Designate a senior member of your team to create an action plan before a breach happens.

Get your copy of ***Protecting Personal Information: A Guide for Business*** at www.ftc.gov/infosecurity. While you’re there, download copies for your IT manager, your human resources department, your sales staff, and anyone else who comes in contact with customer or employee information. *Lesley Fair is an attorney in the FTC’s Bureau of Consumer Protection who specializes in business compliance.*