

Stop Your Data From Walking Out the Door

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When an employee leaves your company, will they take valuable information with them? Employees may come and go, but make sure the data stays put. Most managers think of protecting information only in terms of computer passwords and locking up laptops. But it means much more, and includes things like remembering not to leave forms with Social Security numbers in printers, storing procedural manuals for safekeeping, and taking steps to preventing departing employees from taking valuable information as a parting gift.

In addition to contractual protections, there are practical steps employers can take to limit the risks in employee departures:

- Surveillance
- Protection of customer lists
- Exit interviews

What more can employers do? Some of these options are:

- Post-employment consulting agreements
- "Garden leave" clauses
- Written employment contracts for a specific term

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