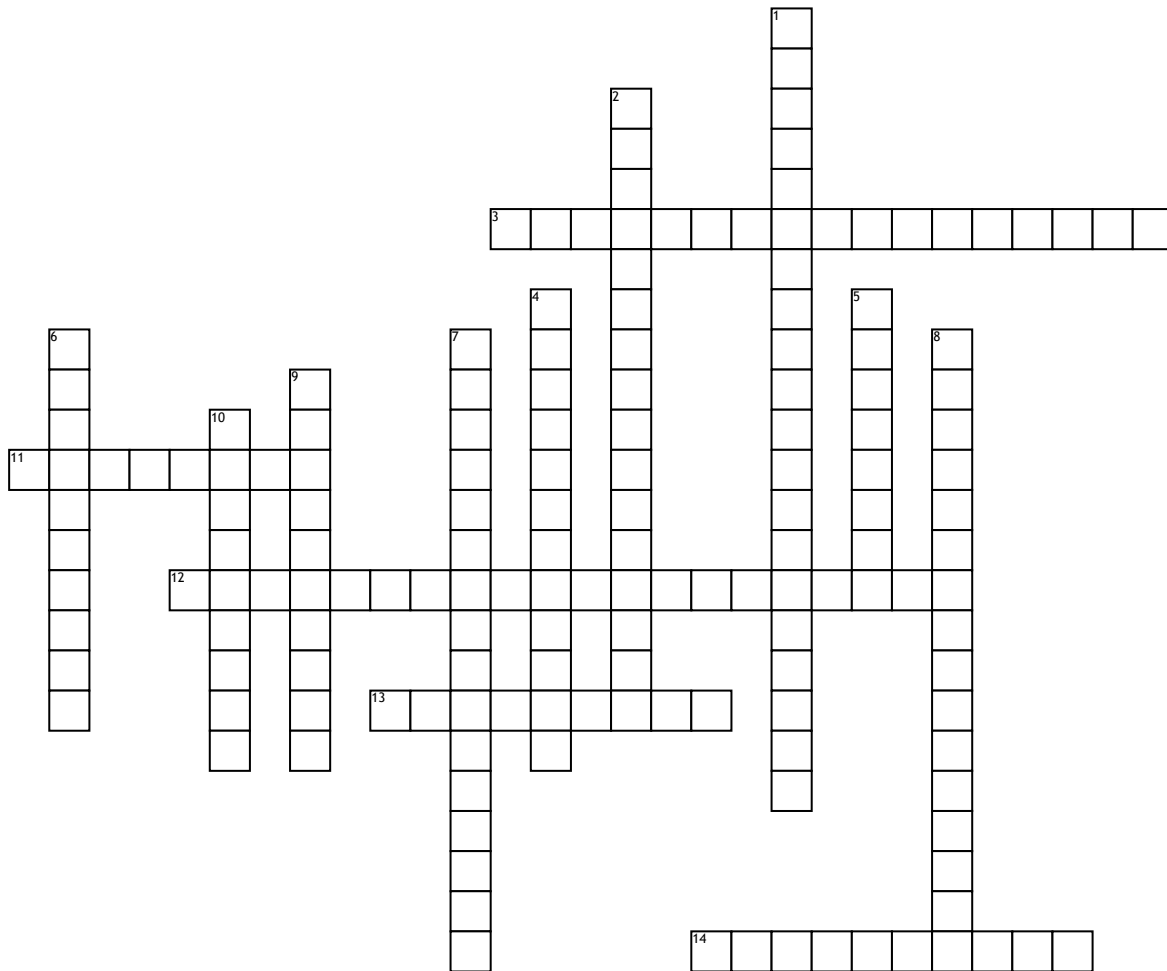


Name: \_\_\_\_\_

# Information Management



## Across

3. Restrictions placed on records so that only certain people or positions within your agency can access them  
11. protect (a network or system) from unauthorized access with a \_ \_ \_ \_ \_  
12. 3-2-1 rule  
13. list of all the requests for individual files that people have requested from a Web site.  
14. process of encoding information

## Down

1. A form of Encryption where keys come in pairs.  
2. a set of rules about how the data is communicated by a wired network  
4. when a device or hardware component is lost by accident  
5. a set of rules governing the exchange or transmission of data between devices.  
6. a record of the changes that have been made to a database or file.  
7. physical barrier to stop unauthorized people gaining access to hardware and software  
8. All accidents arise from human error in one form or another.  
9. The process of backing up all data is pivotal to a successful disaster recovery plan  
10. a copy of a file or other item of data made in case the original is lost or damaged