

# 10 SECURITY MUST-HAVES for Nigerian Law Firms



## 01. Two-Factor Authentication (2FA)

Use tools like Zoho WorkDrive to keep track of document changes, edits, and access history – no more email chaos.

Require a second login step for all firm tools to prevent unauthorized access – even if passwords are compromised.



## 03. Role-Based Access Control

Maintain activity logs that show who accessed what, when – critical for regulatory audits and dispute resolution.

Ensure only authorized staff can view or edit sensitive case files with folder-level permission settings.



## 05. Secure E-Signatures

Avoid tools like USB drives. Store files in encrypted cloud solutions with data residency and disaster recovery features.

## 04. NDPA-Compliant Audit Trails

Use digital signature tools (like Zoho Sign) to sign contracts securely, with full traceability.



## 07. Client Consent Documentation

Get notified when sensitive files are accessed or shared. Admin Console tools let you act quickly on anomalies.

## 06. Encrypted File Storage

Log and track consent forms digitally using CRM tools to comply with NDPA data processing rules.



## 09. Staff Cybersecurity Training

Schedule periodic checks on user roles, access levels, and policy enforcement to ensure ongoing compliance and risk reduction.

## 08. Access Monitoring & Alerts

Educate team members on phishing, data handling, and remote access risks – humans are the weakest security link.

## 10. Regular Security Reviews