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Information Management

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| **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 |