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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 |