



Cybersecurity Counsel Services

Initial Policy, Cybersecurity Documents, and Required Filings (for required financial services firms)

Initial Consult

- ▶ Review information on state filings for exemption and compliance
- ▶ Evaluate Client's current cybersecurity practices
- ▶ Review Client's IT structure
- ▶ Assess Client's exemption status, if applicable

Customize Cybersecurity Policy and Other Documents

- ▶ Provide tailored Cybersecurity Policy and documents to meet the Client's business needs and comply with state regulations

Provide Compliance

- ▶ Provide a list of requirements under applicable state law

Complete Required Filings

- ▶ File for state Exemptions
- ▶ Submit state Certification of Compliance

Ensure Multi-State Compliance

- ▶ Comply with laws in all states relevant to client

Policy and Compliance Maintenance

- ▶ Ensure compliance and policy is up-to-date
- ▶ Stay abreast of state cybersecurity laws that affect the Client
- ▶ Add any Client modifications to the policy
- ▶ Annual email to Client requesting confirmation of IT needs and changes



HALPERN & SCROM



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Our Team



Jules Z. Halpern
Founder and Partner

Jules Z. Halpern is Founding Partner of the Firm. Jules counsels employers in varied industries on employee relations, human resources policies and workplace compliance. He audits clients' employment practices, and delivers anti-harassment, business ethics and human resources-related training. Jules also prepares employment and separation agreements, defends administrative charges and negotiates with government agencies. Jules is a leading local and national lecturer on employment law and related topics.

Jules performs employee harassment/discrimination investigations relating to both non-exempt and exempt employees – the latter from middle management to senior management. Jules especially enjoys the unique challenges involved in conducting investigations, as each piece of the puzzle becomes clearer after all the individuals are interviewed and the relevant documents are analyzed.

Jules also works very closely with school administrations to help them apply employment and education laws to challenging situations, with sensitivity to students and faculty concerns, and practical application to the schools' educational goals.

Before founding the Firm, Jules held senior level human resources and employment law roles within major corporations and was a human resources consultant. He was Senior Director of Employee Relations and employment law counsel at Random House, Inc. and the senior employment attorney at The Home Insurance Company.



Paul L. Scrom Jr.
Partner

Paul L. Scrom Jr. is a Partner of the Firm. He has nearly a decade of legal experience and devotes his practice to representing organizations in all employment and education law matters. Paul regularly advises Human Resources executives, in-house counsel, management and business owners on compliance and preventative measures in order to avoid expensive litigation and costly government penalties. His counsel includes issues of employee discipline, terminations, discrimination/harassment, wages and hours, independent contractor classifications, restrictive covenants, cybersecurity and social media. Paul also prepares employee handbooks, employment agreements, separation agreements and other HR documents.

Paul works closely with clients in conducting workplace investigations of discrimination, harassment or employee relations matters. He assists many clients address these complex and often sensitive issues, helping the organizations determine the appropriate course of action.

Paul counsels private and charter schools with the practical application of the many regulations and policies that impact students, administration, faculty and parents. In addition, Paul delivers presentations on HR and education topics, including anti-harassment, wages and hours, disability law, employee investigations, as well as education law.



Caitlyn M. Gibbons
Associate

Caitlyn M. Gibbons is an Associate of the Firm. Caitlyn drafts employment and separation agreements, and prepares employee handbooks, as well as multi-state digests and state addenda for handbooks. She researches Human Resources policy issues and a wide range of employment laws, including disability accommodations, wage and hour rules, and anti-harassment issues. She drafts the summaries of the findings of investigations into allegations of workplace misconduct, as well as reports relating to Employment Practices audits.

Caitlyn examines issues in education law and prepares handbooks and teacher contracts for our school clients. She prepares state-of-the-art training materials for the Firm's popular client workshops in anti-harassment, management, and communication training. Additionally, Caitlyn conducts research regarding state cybersecurity laws and prepares cybersecurity policies.

