Cyber Security Checklist

This checklist is provided to assist individuals and organizations in identifying potential cybersecurity risks (Y – Yes; N – No; U – Unknown). If you answer "N" or "U" for any question, you may have a ***potential risk for a cyber incident****.*

1. Strategy and human resources policies

Does your organization have a clear computer security policy that's known to staff?	Y ☐ N ☐ U ☐
Do you have a policy on acceptable computer use, password guidelines and security practices?	Y ☐ N ☐ U ☐
Do you have confidentiality agreements for contractors and vendors?	Y ☐ N ☐ U ☐
Does your organization have a privacy policy?	Y ☐ N ☐ U ☐

2. Data backup

For critical data (this is anything needed in day-to-day operations, including customer information), do you centralize it on a server and back it up nightly to a remote location?	Y ☐ N ☐ U ☐
For important data (anything important to the business but that doesn't get updated frequently), do you centralize it on a server and back it up semi-regularly off-site?	Y ☐ N ☐ U ☐

3. Desktop security

Do all computers have working anti-virus software?	Y ☐ N ☐ U ☐
Do you have a security policy for downloading and installing new software?	Y ☐ N ☐ U ☐
Do you turn off your computer at the end of your day?	Y ☐ N ☐ U ☐
Do you have passwords with a minimum of eight alphanumeric characters that are changed every 90 days?	Y ☐ N ☐ U ☐
Are all computers updated with the latest system updates and security patches?	Y ☐ N ☐ U ☐

4. Internet and network security

Do you have a firewall and intrusion detection on all web connections?	Y ☐ N ☐ U ☐
Do you use a virtual private network (VPN) for remote access?	Y ☐ N ☐ U ☐
Are all modem and wireless access connections known and secured?	Y ☐ N ☐ U ☐

5. Privacy and sensitive information

Is customer financial information encrypted and accessible only to those who need it?	Y ☐ N ☐ U ☐
Are paper files kept in locked filing cabinets with controlled access?	Y ☐ N ☐ U ☐

6. Audit

Do you do a periodic audit (every six months at least) of your computer security checklist?	Y ☐ N ☐ U ☐