

CHECKLIST | CYBER SECURITY

Presented by Reliance Insurance Agencies, Ltd.

Having security controls in place can make all the difference when it comes to preventing or limiting the effects of a cyber attack. This checklist will help your organization ensure that the appropriate policies, standards and procedures are in place to identify and eliminate system vulnerabilities. For added protection, speak with your broker today about cyber liability insurance.

POLICIES	YES	NO	N/A
Does your organization have a cyber security policy in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your organization's cyber security policy enforced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization's cyber security policy include an internet access policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization's cyber security policy include an email and communications policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization's cyber security policy include a remote access policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization's cyber security policy include a bring-your-own-device (BYOD) policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization's cyber security policy include an encryption policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization's cyber security policy include provisions regarding privacy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERSONNEL SECURITY	YES	NO	N/A
Does your organization have a system in place for checking the background of employees and contractors that have access to computer systems and sensitive data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees and contractors required to wear ID badges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After an employee or contractor is no longer authorized to conduct work on your organization's behalf, do you revoke access to your computer systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PHYSICAL SECURITY	YES	NO	N/A
Does your organization ensure the physical security of its computer systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are personal computers inaccessible to unauthorized users?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there procedures in place to keep computers from remaining logged in for prolonged periods of time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, provincial or local standards. Consult your licenced commercial property and casualty representative at Reliance Insurance Agencies, Ltd. or legal counsel to address possible compliance requirements. © 2017 Zywave, Inc. All rights reserved.

Does your organization have a process for notifying IT personnel if a device is misplaced or stolen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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INFORMATION TECHNOLOGY PROCEDURES	YES	NO	N/A
Does your organization keep operating systems and antivirus software up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization periodically perform vulnerability scans on servers and all the computers used in your organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization patch the software on all systems by following a regular schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees required to create strong passwords?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization encrypt sensitive data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a process for retrieving backup and archival copies of critical data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have policies and procedures in place for handling credit card and other personal private information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have "secure send" procedures in place so it can receive and distribute client information safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DATA BREACH RESPONSE	YES	NO	N/A
Does your organization have a breach response plan in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have appropriate backup procedures in place to minimize downtime and prevent loss of important data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you established procedures to isolate and contain a data breach to limit damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have an emergency communications plan that can be used in the event of a data breach?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have a system for notifying authorities, customers and other third parties in the event of a data breach?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECURITY AWARENESS AND EDUCATION	YES	NO	N/A
Is your staff informed regarding the importance of computer security?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization provide employees with cyber security training on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are your staff members familiar with techniques they can use to prevent a security breach?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the event of a data breach, does your staff know how to respond?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your staff members know how to keep their passwords and hardware secure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

