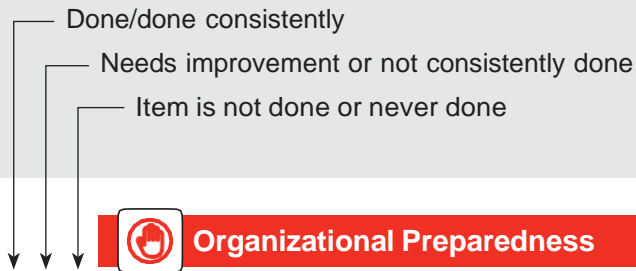


# How secure are you, your systems and your information and data?

Rate each of these points of preparedness using the following scale:

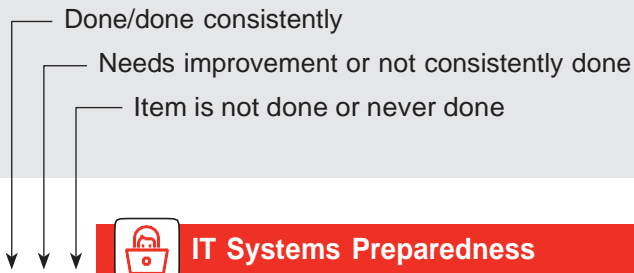


- We have a written cybersecurity policy.
- We have a written internet use and access policy that provides examples of acceptable and unacceptable use.
- We have a written physical security policy that addresses securing areas where computer equipment and/or sensitive information is held.
- We have a written policy addressing the electronic storage and encryption of sensitive information on mobile devices such as laptops, tablets and phones.
- Our cybersecurity policy addresses the use of mobile devices to access organization data.
- Our cybersecurity policy addresses the immediate notification of a breach as required by the laws of our state.
- Our cybersecurity policy includes an incident response plan.
- Our cybersecurity policy has a process for notifying those impacted by a cybersecurity breach.
- Our cybersecurity and internet use policies are reviewed annually to ensure they are up to date and address the needs of the organization.
- Our cybersecurity and internet use policies are acknowledged annually by all with access to our computing systems/data.
- Information that is critical to the operation of our organization is backed up regularly.
- We have automated backups to the cloud or off-site for critical data and information.

- Our policies and systems require changing passwords or pass phrases at least every three months.
- Our cybersecurity policy requires strong passwords to include a combination of upper- and lowercase letters, numbers, symbols or special characters.
- We utilize Multi-Factor Authentication (MFA) in addition to passwords or pass phrases.
- We utilize a VPN for remote workers as an added layer of protection for our internal systems and data.
- Our systems utilize role-based authority/permission levels to limit access to sensitive or critical data.
- We conduct background checks on all persons with assigned security responsibilities or security sensitive functions such as money handling.
- We conduct background checks on all persons that have access to our systems and devices.
- Formal criteria are in place regarding what is acceptable within an individual's background to allow access.
- Only approved individuals are allowed access to and use of systems and devices.
- Visitor or guest registration (sign in/out) procedure with name badge and/or photo ID is required.
- Social media is regularly monitored for potential issues/threats.
- We have policies for disposing of old computer equipment that protect against data loss (shredding, wiping drives, etc.)
- We have a Business Continuity Plan in place that addresses cyberattack.
- We have obtained coverage for data breach protection.

## How secure are you, your systems and your information and data? (continued)

Rate each of these points of preparedness using the following scale:



- Our IT security personnel conduct regular systems checks to identify potential cyberinfections.
- Our wireless network requires strong wireless authentication and masks the network name (SSID - Service Set Identifier) or location.
- Our IT systems and devices automatically lock out accounts after three unsuccessful login attempts.
- Our IT systems automatically log out after a pre-determined amount of time.
- Our IT systems utilize firewalls and encryption to restrict access to the network and data.
- Our IT systems utilize active system monitoring.
- Our IT systems are reviewed and evaluated for vulnerabilities on a regular and scheduled basis.
- All internet-connected systems are updated with the most current versions of software and apps.
- We regularly review our technology to stay current and invest in upgrades.
- Unused applications are deleted to reduce the risk of infection from malware or ransomware.



### Staff Preparedness

- All with access to our computers, mobile devices and systems have been trained to identify phishing, spear phishing, ransomware and other malicious emails.
- We provide cybersecurity training upon hire and periodically throughout the year.

- Our employees/volunteers have been trained in handling, protecting and disposing of sensitive information.
- All staff, volunteers and other organization representatives have been trained on the cybersecurity policy and the responsibilities within it.
- Our cybersecurity training emphasizes that passwords or pass phrases are never to be shared, written down or emailed.
- Those with cybersecurity responsibilities have been trained and provided with procedures on how to respond to a cybersecurity risk or attack.



### Facility Preparedness

- We have an electronic security system (doors, windows) monitored by a central station.
- Audible alarm systems are present and audible to exterior grounds.
- We have security cameras placed in critical areas such as entries, hallways, areas of high occupancy and where valuables are stored or handled.
- Our security system is inspected and tested annually by a licensed contractor.
- All buildings are locked when unattended or unoccupied.
- Formal and documented locking procedures are in place for office areas to safeguard financial or sensitive information.
- Computing areas and equipment can be physically secured.
- A key control policy or re-key policy is in place at the organization.
- Waste paper containing sensitive information is shredded or disposed of through a document disposal vendor (secure bins).

## Your results



The number of items rated **Done/Done Consistently**



0

### 40 OR GREATER

Your organization is well prepared. Continue to fine tune your security program.

### 39 TO 33

Your organization has some security elements in place but there is opportunity to improve. Prioritize and complete items in the other columns.

### 32 OR LESS

Your organization's security program needs improvement. Action is needed to meet basic requirements.

Don't wait for a cyber threat to protect your information and data.

Risk Control Central can help identify your areas of greatest need and provide you with helpful resources.

PROTECTING  
THE GREATER  
GOOD



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