

# The Insurance Place Cyber Security Checklist



**Cyber security is an ongoing process to deter hackers and protect against viruses and other risks to networked businesses. This handout provides tips to assist business owners and managers in assessing their cyber security plans and procedures. How prepared are you for a data security breach? Contact us today for a free Cyber Liability quote: [303-232-3100](tel:303-232-3100)**

## MANAGEMENT

- Have you created security policies to match the size and culture of your business?
- Are security policies written, enforced and updated?
- Have you established a computer software and hardware asset inventory list?
- Have you classified data by its usage and sensitivity?
- Have you established ownership of all data?

## BUSINESS PRACTICES

- Do you have an emergency response plan?
- Have you systematically evaluated all of the potential sources of disruption to your business?
- Do you have an active program to reduce the likelihood of a disruption?
- If you could not re-enter the workplace because of an emergency, do you have a pre-determined location to meet?
- Do you maintain a list of employees, customers and suppliers at an off-site location?
- If you lost a critical system, do you have a pre-determined plan to restore the system?
- Is your business resumption plan securely stored in a remote location?
- Do you periodically test your business resumption plan along with your site emergency response plan?

## EMPLOYEES

- Do you have anti-virus software loaded and active on your computer?
- Do you delete, without opening, emails from unknown sources?
- Do you back up data on a regular basis?
- Do you utilize strong, hard-to-guess passwords?
- Do you use personal firewalls?

## IT STAFF

- Are you maintaining configuration management through security policy implementation and systems hardening?
- Are you maintaining software patch management on all systems by following a regular schedule for updates?
- Do you subscribe to security mailing lists?
- Are you performing security testing through security audits and penetration scanning?
- Are you ensuring physical security of systems and facilities?
- Do you ensure users have anti-virus software loaded and active on their systems?
- Are you maintaining operational management through the review of all log files, ensuring systems backups with periodic data restores and reporting any known issues or risks?

## For More Information Contact:

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