

Data Protection Self Assessment

Can you answer **yes** to any of these questions?

- Does your company engage contractors or third party suppliers?
- Does anyone in your company use texting, blogging, or social networking?
- Does your company accept payment by credit card?
- Do your employees surf the Internet for purposes that are not work-related?
- Do people who work at your company carry a USB thumb drive, wireless device, or cell phone?
- Does your company hold or have access to medical information about anyone?
- Would employees, investors, customers, or donors be upset if their personal information was leaked from your company?
- Does anyone use remote access to log onto your company systems?
- Does your company have any personal information about employees, contractors, or customers?
- Do suppliers, vendors, or maintenance personnel enter your company premises?

If you answered **Yes** to any of these questions, you might be at risk — and you might not realize it.

Can you answer **no** to any of these questions?

- Are you certain that your company's information systems have not been compromised?
- Do you know what indirect costs could result from an information breach?
- Are all of your company's critical processes and applications documented clearly?
- Are you certain that controls limit access to data only to those who have a legitimate need to know?
- Has a security clearance check been done for employees and contractors who have access to your company's premises and information systems?
- Do you have current and complete Information Privacy and Data Handling policies in place?
- Do you have an ongoing privacy awareness program that regularly teaches concepts and best practices to staff and contractors?
- Are you certain that unauthorized off-site wireless devices cannot penetrate your systems?
- Are you certain that the virus protection on your remote workers' laptops, tablets, and smartphones is up-to-date?
- Are your company's access control lists kept current?

If you answered **No** to any of these questions, your company, employees, investors, and stakeholders are probably at risk.

Do you **know** the answers to these questions?

- How can privacy planning increase profitability?
- Which international privacy or data protection laws affect your company?
- Would your insurance cover losses arising from cyber risks?
- Could your company survive the indirect costs of even one breach — regardless whether the breach is real or rumor?
- Can sending joke email result in a lawsuit?
- What would happen if investors thought their personal information was leaked from your company?
- Do all users know what data privacy and protection policies are in effect at your company?
- Which employees really need to see sensitive data to do their jobs?
- What would happen if your competitors gained access to confidential corporate data?
- Does every remote user have up-to-date firewall and security protection on the computer they use to connect to your systems?

If you **Don't Know** the answer to any of these questions then your organization, its employees and stakeholders are at risk.