Tailored Technologies LLC

MARKS PANETH

ACCOUNTANTS & ADVISORS

Cybersecurity Policies and Procedures

This checklist contains recommended components of a comprehensive cybersecurity plan

IT Management / Governance

- ☐ Initial and periodic evaluation process of outside vendors
- ☐ Regular management review and approval of IT plans and priorities
- ☐ Regular management assessment of IT risk

Financial Controls

- ☐ Accounting file storage and encryption
- ☐ Wire transfer
- ☐ ACH payment
- ☐ Credit card processing
- ☐ Evaluation of vendor controls
- ☐ Acceptable Use Policies
- ☐ User Acknowledgement Form
- ☐ Email
- ☐ Software licensing, use, and installation
- ☐ Internet
- ☐ Use of computer equipment
- ☐ Use of portable and personal computer equipment
- ☐ Use of portable media storage
- ☐ Computer file storage
- ☐ Content filtering
- ☐ Social media
- ☐ User Account Management Policies (net work and applications)
- ☐ Passwords
- ☐ Account setup and termination
- ☐ Network and Application Account auditing
- ☐ Local administrator accounts
- ☐ Administrative accounts -- storage and management
- ☐ Administrator Account and Password
- ☐ Policy

Business Continuity Planning Policies

- ☐ Business Impact Analysis Matrix
- ☐ Interim and long-term recovery
- ☐ Data retention and destruction
- ☐ Email archive and retention
- ☐ Data backup and archiving
- ☐ Data restore authorization and testing
- ☐ Data Backup Schedule

System and Information Security Policies Cybersecurity

- ☐ Information security
- ☐ Data encryption
- ☐ Anti-malware
- ☐ Use of online services
- ☐ Offsite network access
- ☐ Network Equipment Connection Policy
- ☐ Portable storage and data security
- ☐ Staff remote access policies, procedures, and authorization
- ☐ Vendor and guest account mangement and remote access procedures and authorization
- ☐ Third party access for network and apllications
- ☐ Wireless access and security
- ☐ Computer room access control
- ☐ Traffic and protocol filtering and logging
- ☐ Records management
- ☐ Network Physical Security

Change Management Policies

- ☐ System Development Life Cycle (SDLC)
- ☐ Change Management and tracking (applicationd and infrastructure)
- ☐ Service pack and patch mangement (servers and workstations
- ☐ Network configuration settings (e.g. screensaver timeout, failed login attempts
- ☐ Hardware upgrades, refresh, and disposition
- ☐ Workstation upgrade and disposition procedures

Other

- ☐ Data, folder, and file access
- ☐ IT Permission Access Form
- ☐ User access management
- ☐ Network, Email, & Internet Agreement

**It is important to note that, in many cases, policies and procedures can be combined into a single policy or procedure. An example would be Acceptable Use, which can be a "catch-all" document. List Updated July 6, 2017.*