

What you need to know / do?

The Basics

Would you allow an outsider to view all your data?

Does your business hold confidential data?

Users

How many users use the data?

Do you restrict different users from viewing different layers of data?

Does every user have a password?

Who know what passwords?

Backup

Who is responsible for the backup?

Is the backup stored in a safe and secure location?

Is the backup password protected?

Is the data valuable for competitors?

Would anyone want to sabotage the company data?

Storage Device

Is your data stored in one location?

Is your storage on show?

Is your storage device visible from a window?

Is your storage device in the most secure section of the building?

Who has access to the room where your storage device is held?

Is your storage device alarmed?

Can your storage device be moved?

Terminal Services

What data is visible across the local area network?

What data is visible across the wide area network (internet)?

Can anyone email confidential information?

Is there a firewall to protect against hackers?

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