

## Risk Assessment - Electronic Communications

Element	Element	YES	NO	Comments
1	Is data critical to your work held on a remote server?	<input type="checkbox"/>	<input type="checkbox"/>	
2	Is this remote server regularly backed-up?	<input type="checkbox"/>	<input type="checkbox"/>	
3	Is this remote server physically secure?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Is this remote server protected to prevent hacking, and regularly security patched?	<input type="checkbox"/>	<input type="checkbox"/>	
5	Is this remote server protected by password from unauthorised access?	<input type="checkbox"/>	<input type="checkbox"/>	
6	Are Data Protection principles being complied with?	<input type="checkbox"/>	<input type="checkbox"/>	
7	Is data properly protected using encryption?	<input type="checkbox"/>	<input type="checkbox"/>	
8	Is there a solution in place to prevent software and phishing attacks over e-mail, the Internet and Internet Messenger?	<input type="checkbox"/>	<input type="checkbox"/>	
9	Is there a policy in place to prevent staff members from surfing websites?	<input type="checkbox"/>	<input type="checkbox"/>	
10	Is there a policy in place to maintain valid network access and systems controls for staff members?	<input type="checkbox"/>	<input type="checkbox"/>	
11	Are there IT compliance policies defined and enforced within the Organisation?	<input type="checkbox"/>	<input type="checkbox"/>	
12	Are staff members aware of where confidential information is stored within the Organisation?	<input type="checkbox"/>	<input type="checkbox"/>	
13	Is there a management system in place to manage the life cycle of IT equipment, and to assess the upgrades available?	<input type="checkbox"/>	<input type="checkbox"/>	
14	Do staff Training Plans include a Security Awareness Programme?	<input type="checkbox"/>	<input type="checkbox"/>	

Person conducting Risk Assessment: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Element		YES	NO	Comments
Indicate the method which staff members use to send confidential information within the Organisation:				
1	Send over e-mail:	<input type="checkbox"/>	<input type="checkbox"/>	
2	Send to laptop:	<input type="checkbox"/>	<input type="checkbox"/>	
3	Send to file sharing:	<input type="checkbox"/>	<input type="checkbox"/>	
4	Send to CD / DVD:	<input type="checkbox"/>	<input type="checkbox"/>	
5	Print or fax	<input type="checkbox"/>	<input type="checkbox"/>	
6	OTHER ( <i>specify</i> ):	<input type="checkbox"/>	<input type="checkbox"/>	

Indicate the method used to prevent confidential information from leaving the Organisation:				
1	Host Intrusion Prevention	<input type="checkbox"/>	<input type="checkbox"/>	
2	Encrypted laptops	<input type="checkbox"/>	<input type="checkbox"/>	
3	Encrypted servers	<input type="checkbox"/>	<input type="checkbox"/>	
4	Encrypted e-mail	<input type="checkbox"/>	<input type="checkbox"/>	
5	Digital Rights Management	<input type="checkbox"/>	<input type="checkbox"/>	
6	OTHER ( <i>specify</i> ):	<input type="checkbox"/>	<input type="checkbox"/>	
7	CAN'T PREVENT:	<input type="checkbox"/>	<input type="checkbox"/>	
Person conducting Risk Assessment: _____ Position: _____ Signature: _____ Date: _____				