Cybersecurity and Privacy Checklist for Policies, Procedures and Protocols

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Cybersecurity is a team sport. It's a shared responsibility that requires the right people, policies and processes to properly address your organization's privacy and that of your clients. This checklist will help you get started.

- Do you have a privacy officer?

- Who is responsible for privacy issues in your organization?

- Do you have a written information security policy?

- Do you have an incident response plan?

- Do you have an incident response team?

- Do you regularly perform mock breach roundtables?

- Do you have a written data governance policy for classification, retention and disposal?

- Do you practice vendor risk management?

- Do you review vendor contracts for privacy, security and liability?

- Is your website terms of use posted to your website?

- Do you have a written privacy policy?

- Do you have an updated business continuity plan?

- Do you have cyber insurance through an experienced and knowledgeable broker?

- Do you meet with your cyber insurance broker annually?

- Do you offer your employees security awareness training on a regular basis?

- Do you have HR enforcement to ensure policies and procedures are adhered to?

- If you do business in California or Europe, do you have a CCPA or GDPR policy?

- In communicating to potential clients, do you follow CAN-SPAM and TCPA regulations?

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