

Security Self-Assessment



Are you aware of privacy laws that relates to your business? Yes No

Who in your office is responsible for maintaining compliance?

Who is trained for an information breach?

Have your employees been trained on privacy legislation? Yes No

Are you aware of the penalties for failing to comply? Yes No

Does your office shred confidential documents? Yes No

What are you currently shredding? Yes No

a. HR documents Yes No

b. R&D files Yes No

c. Sales records Yes No

d. Legal files Yes No

e. Leases/ contracts Yes No

f. Medical Records Yes No

g. Purchasing records Yes No

h. Tapes Yes No

i. X-Rays Yes No

j. Disks/ hard drives Yes No

k. Everything Yes No

Does your organization have a policy in place to address the storage and destruction of confidential data? If so,

a. Who is accountable for policing it?

b. Is there a process for storage devices: discs drives, etc.? Yes No

c. Who is responsible for shredding documents?

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Who decides what is confidential and non-confidential?		
Are documents saved in open, unsecured areas of the office?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If documents are shredded, how is shredded material disposed?		
Would you worry if any trash or recycling went public?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do visitors walk through the office unescorted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you separate confidential and non-confidential information?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do any employees work remotely?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are documents stored offsite?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your organization archive using imaging, scanning, etc.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have signage regarding information-security?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do all departments have access to containers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you do semi-annual process reviews with your shredding contractor to ensure your process addresses current risk levels?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your shredding contractor certified by ISO for quality and satisfaction standards, and by NAID AAA for compliance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can your current provider train on document security risks?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are confidential documents shredded onsite or offsite?	On-Site <input type="checkbox"/>	Off-site <input type="checkbox"/>
Can you demonstrate that you have taken reasonable actions to protect private information?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
On a scale of 1 to 10, how comfortable are you that your information-security processes are compliant and sufficient?	1 2 3 4 5 6 7 8 9 10	

For a Comprehensive Security and Compliance Assessment Call (832) 947-5700