

your IT department

assessment questionnaire

Question	Detail	Self assessment of risk H/M/L
Viruses		
Are Your PCs and Servers Protected by anti-virus Software?	Package name	
How do you ensure that they are regularly updated?	Date of last update	

Hacking

How are your networks and PCs protected from hackers?	Main controls	
Have your network controls been tested?	Date last tested	
How do you monitor the effectiveness of your safeguards?	Outcome	

Sabotage

Do you site your servers in a safe, protected environment?	Network Map	
What do you do to protect your IT facilities from damage by disgruntled staff?	Outcome	
How do you monitor the effectiveness of your safeguards	Out-of-hours working procedures	

Accessing inappropriate material

Have you defined clearly what you regard as unacceptable behaviour?	Policy	
How have you communicated this to your staff?	Publication	
Does your software prevent access to inappropriate sites?	Software name	
How are these defined?		
How do you deal with report violations?	Violation reports	
How do you monitor internet activity?	Internet Logs	
How frequently do you examine internet activity logs?		

Using unlicensed software

How do you ensure that you have no unlicensed software on your computers?	Software checking facilities	
Do you undertake software audits?	Date of last audit	
When was the last audit and what was the outcome?		

Invasion of privacy

How have you communicated the key elements of the data protection legislation to your staff?	Guidance material	
How do you monitor compliance?	Procedures	

Fraud

Have you identified which of our systems are most at risk?	Risk Assessment	
What additional protection do you provide for them?	Continuity plans	
When did you last review your anti-fraud policies and procedures?	Date of last review	
How have you communicated the essential elements of your policy to your staff?	Publications	
How do you monitor compliance?		

Private work

Have you defined what you regard as acceptable private use of IT facilities?	Policies	
How have you communicated this to your staff?	Publications	
How do you monitor compliance?		

Information Theft

How do you protect information stored on PCs, servers and PDAs?	Name of software	
What are your procedures for deleting any data held on IT equipment prior to its disposal?	Policy	