

## Mind the Gap... Where are security breaches most likely in your business?

Your workplace is full of confidential documents and data that could cause a real problem in the wrong hands. Organisations can be fined up to £500k for breaching the Data Protection Act. Reduced staff cover, increased working from home, a more relaxed work atmosphere at work and the increased use of mobile devices are all likely to increase the risk of a data breach.

Where are the security gaps?	YES	NO
<b>DATA SECURITY - Does your business</b>		
Evaluate the increased risks of a data security as technology advances?	<input type="checkbox"/>	<input type="checkbox"/>
Have a clear asset destruction programme for items that contain data?	<input type="checkbox"/>	<input type="checkbox"/>
Have an asset disposal policy including a data destruction plan?	<input type="checkbox"/>	<input type="checkbox"/>
Know the dangers of simply storing obsolete equipment and data devices?	<input type="checkbox"/>	<input type="checkbox"/>
Have a written contract with a licenced data destruction company?		
<b>DOCUMENT CONTROL - Does your business</b>		
Assess the information security risk of having contractors on site?	<input type="checkbox"/>	<input type="checkbox"/>
Have staff trained to deal with controlling sensitive files?	<input type="checkbox"/>	<input type="checkbox"/>
Have a document management and destruction policy in place?	<input type="checkbox"/>	<input type="checkbox"/>
Keep confidential files in a restricted secure store?	<input type="checkbox"/>	<input type="checkbox"/>
Use locked containers for the storage of unwanted paper waste until they are destroyed	<input type="checkbox"/>	<input type="checkbox"/>
Have arrangements to destroy documents on-site	<input type="checkbox"/>	<input type="checkbox"/>
Have a written contract with a document destruction firm which has information security ISO27001?	<input type="checkbox"/>	<input type="checkbox"/>
<b>WORKING AWAY FROM THE OFFICES– with increased likelihood of staff taking confidential documents and data devices offsite does your business:</b>		
Instruct employees on proper document security and disposal when travelling or working offsite?	<input type="checkbox"/>	<input type="checkbox"/>
Ensure staff who take files offsite are aware of the dangers of not handling them in a secure manner?	<input type="checkbox"/>	<input type="checkbox"/>
Ensure staff use files, laptops & internet connections that are password protected?	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that employees who use encryption technology on all portable and data holding devices?	<input type="checkbox"/>	<input type="checkbox"/>
Use document storage containers that are clearly marked, including a date of destruction	<input type="checkbox"/>	<input type="checkbox"/>

### How have you scored?

If you have answered YES to most of the above you are doing very well and need to keep up the good work. Any NOs and you could be at risk. If you have scored more than 3 NOs you might want to talk to a professional information security accredited firm, like Topwood, who can help with your data security.