



Protect Yourself And Your Firm

The questions below are meant as discussion topics to have with firm management. Some of them have very clear answers and some may be handled differently depending on firm culture.

- Are Microsoft updates installed on all servers and user PCs in a timely manner?
- Are all users required to have complex passwords and change them periodically?
- Does your firm utilize dual-factor authentication?
- Are any user accounts Domain Admins?
- Do any users (IT included) have full administrator permissions to local PCs?
- Are IT Dept members included in Ethical Walls other than those within which they need to see the documents to do their jobs?
- Are users allowed to delete documents?
- Are users allowed to connect external media to their PCs? (USB drives)
- Are users allowed to use their own laptops and other mobile devices?
- Are workstations, laptops and other mobile devices encrypted?
- Does your firm have policies outlining approved secure methods for sharing files?
- When people leave the firm, are there policies and procedures in place for decommissioning their accounts?
- Does your firm have a mandatory security awareness educational program?
- Does your firm have a cyber-insurance policy?