



**FOUR WINDS**  
**NETWORK SERVICES**  
Plan, Design, Implement

# YOUR NETWORK SECURITY CHECKLIST

## Administrative

- Assign security officer – Oversee creation, implementation, re-evaluation of security policies
- In-house risk assessment – What data is most sensitive and the likelihood of an incident?
- Employee training – Cybercrime awareness & detection sessions (recurring quarterly)
- Access control & server permissions – Who has access to what?
- Acceptable use of company computers
- Password policy
- Termination policy – Don't allow ex-employees access to the company network
- Incidence response plan – No one wants to be hacked but prepare for the worst
- Disaster recovery plan – Prioritize data & applications needed to run in emergency situations
- Yearly review – Analyse policies and procedures for effectiveness and adjust for deficiencies

## Technology

- Unique user ID – Separate login credentials for each employee, NO SHARING
- Automatic Logoff – Timed sign out of computers when away
- Encrypted onsite data storage
- Encrypted offsite data backups
- Secured Wi-Fi
- Corporate grade firewall installed by certified network tech
- Corporate grade anti-virus on all work stations
- Spam email filtering
- Encrypted remote access such as VPN connection and mobile devices
- Ability to remotely wipe data from mobile devices (laptops, tablets, cell phones, BYOD)
- Regularly patch & update apps and operating systems
- Complete network documentation
- 24/7 Network monitoring

## Physical

- Proper building security and surveillance – Locks, cameras, etc...
- Keep servers in locked cases within a secured room
- Secure workstation area – Only employees should be able to access workstations
- Workstation accountability – Keep workstations clean and don't leave sensitive data open
- Complete inventory of all company computers and mobile devices
- Disconnect or destroy decommissioned workstations and mobile devices
- Destroy any old hard drives or other decommissioned storage devices

Have questions? Speak with a Four Winds technician today!  
Call **941-315-2380** or email us at **info@fourwindsnetworkservices.com**