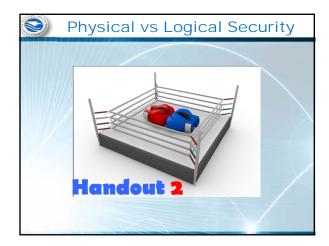
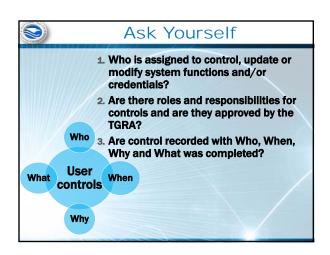
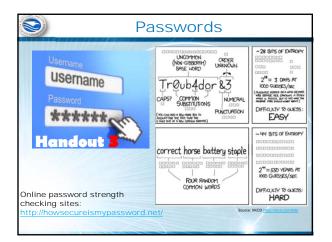


## Ask Yourself What policy and/or procedure exist for storage or recovery of media? Is there access to the data, where is it logged, how often and by whom? When an employee is terminated/leaves, who manages the rights and roles of those terminations? Also are there date restrictions? What is the audit process for those records and how often are they reviewed? Are robust passwords policies and procedures in place and what timeframe is set for them to be changed? Are there policy and procedures in place for network ports on and off the floor to be disabled when not in use? What type of data encryption is in place, if any? Who ensures software is verified from the vendor(s)?

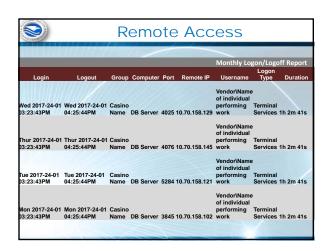












## Is there a Process for remote access that includes: 1. When, Why and What was done during the remote access session and when the access was closed or terminated and by whom? 2. Who was granted access, and who granted the access? License? 3. Is the remote access being done with a secure method? What is that method?





