

Privacy and Security Check List

Our Goals:

1. _____
2. _____
3. _____

Last Review Date Recommendations:

1. _____
2. _____
3. _____

- Computers left unattended
 - Screen saver on or login locked?
- Laptops Secure
- No password reminders visible near computer
- Clean desk space (limit shoulder surfing)
- Netcare access files accounted for/maintained securely
- Security alarm test
- Smoke detector test/fire extinguisher valid

Completed by:

Date: _____

1. _____

2. _____

Recommendations:

1. _____

2. _____

3. _____

Reviewed by:

1. _____

2. _____

Discussed at Staff Meeting

Date: _____