

Cyber Security

	Yes	Needs Attention
1. Do you perform monthly backups of business and financial information and store it in a secure, off-site location, such as a safe deposit box or a reputable cloud-based storage service?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have policies in place to protect confidential information like contribution records, counseling notes, and other sensitive information?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have policies in place to report data breaches in accordance with state law and to protect your ministry from legal action?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you encrypt all credit card account information stored on church computers?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you password-protect financial records?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you change computer passwords at least once every six months and only share them on a need-to-know basis?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you work with a qualified computer support company to secure your computer systems?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you update your operating system for security reasons?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you update virus and spyware protection software?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you installed hardware and software firewalls that are designed to prevent unauthorized access to your computer network?	<input type="checkbox"/>	<input type="checkbox"/>
11. If you offer wireless internet access to your attendees, have you created a separate, private network for the church's administrative computers?	<input type="checkbox"/>	<input type="checkbox"/>
12. Do you protect against objectionable or illegal Wi-Fi use by blocking questionable websites, password-protecting the wireless network, and asking users to agree to an Internet Usage Policy?	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

Completed by:

Date:

This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by an attorney. Brotherhood Mutual Insurance Company assumes no liability in the preparation and distribution of this sample form.