



While running a business, it's easy to lose track of what happens to all the information your employees, customers and suppliers have access to and how it's protected. It is even hard to know exactly where your most important data is held and if it's stored onsite on employees' desktops, office servers, on off-site cloud servers... or even on portable drives.

Use this questionnaire to evaluate the security of your business.

What are you doing to mitigate the risks to your business?

1. Are passwords required to access your company workstations? How complex are the passwords required to access your company workstations?
2. Do you currently have anti-virus programs installed on your company workstations / network?
3. Do you take advantage of the patches and upgrades available from software providers?
4. What security measures are in place for the wireless devices used by your company / employees?
5. Do you have segregation of daily duties? Are specific people granted access to the banking information? Are there specific duties assigned to specific employees?
6. Do you perform background checks when hiring new employees?
7. What processes do you currently have in place to ensure the security of your business and related information? Do employees have access to the office after-hours? If so, how many and what is the deciding criteria to grant access?
8. Who has access to download or install information on company workstations?
9. If you have online banking for your business, do you monitor your accounts daily? Verifying balances and checking transactions?
10. Do you keep up to date on the latest scams? Do you train employees to fight fraud?

To learn about the business security services we offer, contact our team at treasurymanagement@howardbank.com