

Cyber Liability Risk Reduction Checklist

While this list is by no means exhaustive, and not everything on this list may be applicable to you, it's a good starting point to make sure that you're taking the necessary steps to protect your company from unnecessary lawsuits.

Contracts:

- Written Policies / Procedures
 - Privacy Statement
 - Terms and Conditions
 - Information Security Policy
 - Attorney review of written policies / procedures
 - All prominently displayed on website
- Important Terms/Clauses (check for these in your Terms & Conditions)
 - Limitation of Liability
 - Disclaimers
 - Limitation of Damages

IT / Network:

- Virus Protection, Firewalls, & Intrusion Detection
 - Update/Upgrade virus protection and security software
 - Check for & implement security patches
 - Run intrusion detection tests
 - Ability to detect unauthorized access attempts
- Encryption of all sensitive data
- Access Restrictions & Password Protection
 - Authenticate & Encrypt remote access to network
- Encryption / Limited access of sensitive data on mobile devices
- Daily backups of data & configuration files
- Formalized access privileges for confidential info
 - Immediate removal of access privileges
- "Clean desk" / "clean screen" policy (hide / lock sensitive info when unattended / inactive)
- Destruction of sensitive data when no longer needed
- 3rd party service providers
 - Require compensation for loss due to the 3rd party(ies) action(s)
 - Require security measures at least as robust as your own
- Backup plans
 - Secondary site to work from / handle tech workload
 - Business Continuity Plan
 - Disaster Recovery Plan (including what to do after a denial-of-service attack)
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Content / IP:

- Legal Review of your content
- Infringement checks before using 3rd party content
- Disclaimers on website regarding 3rd party content (usually on the Terms & Conditions page)
 - The 3rd party content does not reflect your views
 - You are not responsible for...
- Recognition of the source of 3rd party copyrighted materials used on your website
- IP clearance checks on your trademarks & copyrights
- Written permission obtained to use 3rd party IP
- Formal take-down procedure
 - Displayed on website
 - Easily accessible from footer or Terms of Service page