

CISO CHECKLIST: PROTECTING YOUR ORGANIZATION

DEVELOPING A RISK-BASED INFORMATION SECURITY PROGRAM

- ☐ Identify and list all the types of information your business stores and uses (e.g., customer names and email).
- ☐ Ask and record answers for each information type:
 - What would happen if this information was made public?
 - What would happen to my business if this information was incorrect?
 - What would happen to my business if I/my customers couldn't access this information?
- ☐ Record what technology comes into contact with the information you have identified. This can include hardware (e.g., computers) and software applications (e.g., browser email).
 - Where applicable, include technologies outside of your business (e.g., "the cloud") and any protection technologies you have in place such as firewalls.
 - Include technologies that might be used in the event of a work from home deployment.
 - Include the make, model, serial numbers, and other identifiers.
 - Track where each product is located. For software, identify what machine(s) the software has been loaded onto.
- ☐ Regularly review information from your national CERT, FS-ISAC, your local InfraGard chapter, and others about what threats and vulnerabilities the financial sector may face and estimate the likelihood you will be affected.
- ☐ Conduct a vulnerability scan or analysis at least once a month.
- ☐ Create a cybersecurity policy for your organization, including a "work from home" protocol.
- ☐ Train all employees on the details of the policy and have them sign documents acknowledging their role in continuously upholding your organization's cybersecurity by adhering to the policy.
- ☐ Develop a protection plan against insider threats, including enterprise-risk assessment and access control management.

PREVENTING MALWARE DAMAGE

- ☐ Activate your firewall and set access control lists (ACLs). Restrict access by using a whitelisting setting.
- ☐ Use antivirus software and antispyware on all computers and laptops.
 - ☐ Ensure security tools can operate effectively in a "work from home" environment.
- ☐ Apply the latest software updates provided by manufacturers and vendors. "Automatically update" where available.
- ☐ Restrict installation of new programs to IT staff with admin rights.
- ☐ Maintain and monitor activity logs generated by protection / detection hardware or software. Protect logs with password protection and encryption.
- ☐ Ensure all host clocks are synchronized.
- ☐ Control access to removable media such as SD cards and USB sticks. Encourage staff to transfer files via email or cloud storage instead. Educate staff on the risks of using USBs from external sources or handing over their USBs to others.
- ☐ Set up email security and spam filters on your email services.

- ☐ Protect all pages on your public-facing websites with encryption and other available tools.

- ☐ Consider hiring a penetration testing service to assess the security your organization's assets and systems.

TRAINING EMPLOYEES

- ☐ **Plan to run mandatory cybersecurity trainings during all new employee onboarding and at regular intervals for current employees at least once annually. Require employees to:**
 - Use strong passwords on all professional devices and accounts and encourage them to do the same for personal devices and to use a password manager,
 - Keep all operating systems, software, and applications up to date across all devices, including at-home IT infrastructure,
 - Use two-factor authentication on all accounts,
 - Keep account details and access cards secure and lock devices when unattended,
 - Refrain from sharing account details or other sensitive data via unencrypted email or other open communications,
- ☐ **Avoid immediately opening attachments or clicking links in unsolicited or suspicious emails,**
- ☐ **Verify the validity of a suspicious looking email or a pop-up box before providing personal information, and pay close attention to the email address, and**
- ☐ **Report any potential internal or external security incidents, threats, or mishandling of data or devices to your organization's technical personnel and/or higher management.**
- ☐ **Plan and carry out regular tests of employee awareness through simulations such as sending phishing-style emails from fake accounts. Assess any employee failures and use them as opportunities for learning and improvement.**

PROTECTING YOUR DATA

- ☐ Take regular backups of your important data (e.g. documents, emails, calendars) and test that they can be restored. Consider backing up to the cloud.
- ☐ Ensure the device containing your backup is not permanently connected to the device holding the original copy, neither physically nor over a local network.
- ☐ Install surge protectors, use generators, and ensure all of your computers and critical network devices are plugged into uninterruptible power supplies.
- ☐ Use a mobile device management (MDM) solution.

KEEPING YOUR DEVICES SAFE

- ☐ Switch on PIN or password protection for mobile devices. Configure devices so that when lost or stolen they can be tracked, remotely wiped or remotely locked.
- ☐ Keep your devices (and all installed apps) up to date, using the "automatically update" option if available.
- ☐ When sending sensitive data, don't connect to public Wi-Fi hotspots—use cellular connections (including tethering and wireless dongles) or use VPNs.
- ☐ Replace devices that are no longer supported by manufacturers with up-to-date alternatives.
- ☐ Set reporting procedures for lost or stolen equipment.

USING PASSWORDS

- ☐ Make sure all computers use encryption products that require a password to boot. Switch on password or PIN protection for mobile devices.
- ☐ Use strong passwords, avoiding predictable passwords (like passw0rd) and personal identifiers (such as family and pet names). Instruct all employees to do the same.

- ☐ Use two-factor authentication (2FA) wherever possible.
- ☐ Change the manufacturer-issued default passwords on all devices, including network and IoT devices, before they are distributed to staff.
- ☐ Ensure staff can reset their own passwords easily. You may also want to require staff to change their password at regular intervals (e.g., quarterly, half yearly, or annually).
- ☐ Consider using a password manager. If you do use one, make sure that the “master” password (that provides access to all your other passwords) is a strong one.

CONTROLLING PERMISSIONS

- ☐ Ensure that all personnel have uniquely identifiable accounts that are authenticated each time they access your systems.
- ☐ Only give administrative privileges to trusted IT staff and key personnel and revoke administrator privileges on workstations for standard users.
- ☐ Only give employees access to the specific data systems that they need for their jobs and ensure they cannot install any software without permission.
- ☐ Create user accounts for each employee on your organization’s computers.
- ☐ Define clear access options for staff and administrators working remotely.

SECURING YOUR WI-FI

- ☐ Make sure your workplace Wi-Fi is secure and encrypted with WPA2. Routers often come with encryption turned off, so make sure to turn it on. Password protect access to the router, and make sure that the password is updated from the pre-set default. Turn off any “remote management” features.
- ☐ Limit access to your Wi-Fi network by only allowing devices with certain media access control addresses. If customers need Wi-Fi, set up a separate public network.
- ☐ Enable Dynamic Host Configuration Protocol (DHCP) logging on your networking devices to allow for easy tracking of all devices that have been on your network.
- ☐ Log out as administrator after you have set up the router.
- ☐ Keep your router’s software up to date. Register your router with the manufacturer and sign up to get updates.

AVOIDING PHISHING ATTACKS

- ☐ Ensure staff don’t browse the web or check emails on servers or from an account with Administrator privileges.
- ☐ Set up web and email filters. Consider blocking employees from visiting websites commonly associated with cybersecurity threats.
- ☐ Teach employees to check for obvious signs of phishing, like poor spelling and grammar, or low-quality versions of recognizable logos. Does the sender’s email address look legitimate?
- ☐ Scan for malware and change passwords as soon as possible if you suspect an attack has occurred. Don’t punish staff if they become the victim of a phishing attack (it discourages people from reporting in the future).