

## PERSONAL COMPUTER SECURITY CHECKLIST

	Is the Operating system updated with the latest patches from the vendor?
	Does the operating system automatically download and install the latest patches for the operating system?
	Is a personal firewall installed?
	Are the patches current for the personal firewall?
	Are changes to the personal firewall automatically or regularly downloaded and installed?
	Is a personal virus protection installed?
	Are the patches current for the personal virus protection?
	Are changes to the personal virus protection automatically or regularly downloaded and installed?
	Is a screen saver enabled with password protection? (after 10 minutes of non-use)
	Is the PC monitor visible to a casual visitor?
	Do you know how to password protect a Word document?
	Do you know how to password protect an Excel document?
	Are there other files/data you maintain on your PC that you may want to password protect?
	Do you have the password(s) saved somewhere in a safe place (like a wallet) so that you won't forget them? (and not posted above the PC or in a desk draw?)
	Where you have control, have you set your passwords to expire at 60 day or fewer intervals?
	Share ID and password? – Ever? What makes this necessary or advisable?
	Password should be a combination of alphabetic, change case, numeric and special characters (and not reused)
	Is the hard disk backed up regularly or at least the important files?
	Have you successfully restored from a back-up?
	Do you have a need for secured/encrypted email?
	What shared drives do you use and which do you consider “secure”?
	Regular deletion of sensitive information, or saving to marked secured CD?
	Can the PC be easily stolen?
	Regular (annual) de-fragment hard disk.
	Save work if an electrical storm approaches.
	Regular safe disposal of printed records