👥 IT CONTROLS CHECKLIST FOR NONPROFITS

Protecting sensitive data has become one of the most important parts of risk management at any organization. Below is our "top ten" questions to help assess where you stand on data security and controls over information technology. Your organization is assuming more risk than necessary if you answer any of the following questions "no."

Although this list is designed to help evaluate your controls and security, it is not all-inclusive. For additional help on evaluating your controls and security, please contact one of the experts at Peterson Sullivan.

	YES	NO
1. Are all computers and systems password protected? Are passwords required to be changed regularly (every 90 days) and do they have minimum complexity requirements?	◯	◯
2. Do employees receive regular training on data security?	◯	◯
3. Does the board and management evaluate and review the system for risks regularly? Are identified risks appropriately addressed?	◯	◯
4. Is data regularly backed up? Do you test recovery procedures to ensure data integrity and recovery? Is backup data stored off-site?	◯	◯
5. Are appropriate environmental controls in place such as fire/smoke detection, temperature controls, and an alternate power supply?	◯	◯
6. Are user access rights are granted on an as needed basis considering appropriate segregation of duties? Are access rights reviewed periodically?	◯	◯
7. Are user accounts removed, suspended, or modified as appropriate when employees are terminated, placed on leave, or change positions?	◯	◯
8. Are operating systems, fire walls and virus detection software kept up to date?	◯	◯
9. Are new systems tested adequately before implementation?	◯	◯
10. Are outside service providers evaluated regularly for their impact on controls?	◯	◯

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For more information on services we provide to Nonprofits, please call us at **206.382.7777** or visit **pscpa.com.** In a brief consultation, we can assess your situation and determine how best to assist you.

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