Computer Security Self-Assessment Checklist

How safe is your computer? Take this brief test to find out if your system is secure. Keep track of the number of YES answers to both the ODD and EVEN numbered questions then check your score against our recommendations.

Each of the following sections addresses a different aspect of security, all of which are important in protecting your computer and data.

- Physical Security – Is your computer ripe for the taking?
- Contingency Planning – Are you vulnerable to "disasters"?
- Confidentiality – How do you handle sensitive data?
- Virus Protection – Are you practicing safe computing?
- Security Awareness – Are you up to date on your security program?

Physical Security	YES	NO
1. Is your computer in an area easily accessible to someone who might steal it or its components?		
2. Is your computer equipment secured with adhesive pads, cables or is the area alarmed?		
3. Have computers or other equipment been stolen or vandalized in the last year?		
4. Has the BPCC Property Office tagged your equipment?		
5. Is your office left open when no one is there?		

Disaster Recovery	YES	NO
1. Do you have important files or records on paper or in electronic form that are not duplicated elsewhere?		
2. Have you backed up your computer files this week?		
3. Would you be unable to continue working without your computer?		
4. Is your backup data stored outside of your building?		
5. Are you still waiting to develop a departmental recovery plan?		

Protecting the Confidentiality of Sensitive Data	YES	NO
1. Do you work with sensitive information, such as student or personnel records or financial data?		
2. Do you lock up your sensitive files when you leave for the day?		
3. Do you send sensitive data or memos via e-mail?		
4. Have you changed your password in the last three months?		
5. Do you use the same password for BPCC administrative work as you do for other activities such as Web surfing?		

Virus Protection	YES	NO
1. Is your desktop platform a DOS/Windows computer?		
2. Do you have the latest anti-virus software for your computer?		
3. Do you usually forget to check all portable mediums for viruses before you use them?		
4. Do you move portable mediums between your home and office computers?		

Security Awareness	YES	NO
1. Do you share your password with your friends, co-workers or boss?		
2. Have you had any training on computer security or backing up your system?		
3. Do you copy commercial software or forget to register shareware you use in your office?		
4. Are you aware of any College or departmental guidelines or procedures to follow to protect information?		
5. Are you lost when it comes to finding help on security problems?		

How safe are you? Check your score against the following:
If the number of **YES** answers to the **ODD** numbered questions is:

11-15 you have a serious problem. Call the Computer Services Department.

6-10 you should review your security systems, as you appear to be vulnerable to loss.

0-5 you may not have a major security problem. Continue to monitor your security and keep yourself security aware.

If the number of **YES** answers to the **EVEN** numbered questions is:

8-10 your risk may be low, but that is no reason not to remain vigilant.

4-7 your security could probably be improved.

0-3 you need some help. Call the Computer Services Department.