CHECKLIST

DATA SECURITY MANAGEMENT

This checklist aims to address major data security pain points and help businesses safeguard sensitive information effectively.

□ **Assess Data Visibility**

- Identify all types of sensitive data (e.g., customer records, financial information, intellectual property).
- Locate where all sensitive data is stored (file shares, cloud storage, databases, employee devices).
- Determine how sensitive data is being used and if outdated or irrelevant data is accumulating.

□ **Manage Permissions & Access**

- Review employee access to ensure they only have access to data relevant to their job functions.
- Revoke access for former employees or contractors immediately upon their departure.
- Simplify and manage complex permissions and sharing settings, especially in cloud environments.

□ **Ensure Regulatory Compliance**

- Stay updated on all relevant data privacy and security regulations (e.g., GDPR, CCPA, HIPAA, PCI DSS).
- Map sensitive data to specific regulatory requirements.
- Implement efficient processes to locate relevant data and fulfill user requests (e.g., deletion or access).
- Establish tools and processes to prove compliance during audits.

□ **Detect Anomalies & Unusual Activity**

- Implement systems to differentiate between normal user behavior and potential data exfiltration or misuse.
- Develop methods to detect ransomware activity early.
- Create a response plan for investigating and addressing potential security incidents swiftly.

□ **Balance Security & Usability**

- Ensure security controls do not overly restrict employees, causing them to seek workarounds.
- Minimize unnecessary friction in collaboration on sensitive data, both internally and with external partners.
- Establish clear protocols for granting temporary, justified access without compromising security principles.

□ **Proactive Solutions & Continuous Improvement**

- Focus on enhancing visibility into data assets.
- Strengthen access control mechanisms.
- Automate compliance tasks where possible.
- Invest in advanced threat detection technologies to stay ahead of emerging threats.

Learn more about our complimentary, 4-hour Cyber-Resilient Architecture Workshop.

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