

Visitor Policy Management

Is auditor greeted by staff?
Does staff request auditor signs guest log?

Validation

Staff requests auditor's Letter of Authorization letter.
Staff requests auditor's photo identification
Staff compares auditor's photo identification to the Letter of Authorization letter provided.

Workstation Security

Is confidential information is visible?
If confidential information is visible, what kind?
Can removable media be easily accessed?
Are workstations locked when left unattended?

Public-facing Computer Monitors

Computer monitors have privacy screens?
Confidential information is not visible?
If confidential information is visible, what kind?

Employee Awareness

Employees are aware of shred bin policy.

Shred Bin Security

How many shred bins are there?
Where are shred bins located?
Shred bins are locked.
Shred bin opening is appropriate size for document insertion.
Shred bins are not overly full.
Shred service performed was provided within the last 30 days.

Personal Shred Bins

Where are shred bins located?
Is confidential information visible?
If confidential information is visible, what kind?
Is paper crumpled in the personal bin?
How often are bins emptied?
Are personal shred bins overly full?

Printers & Fax Machines

Confidential information is not visible.
If confidential information is visible, what kind?

Network Security Closet

Access is limited to necessary personnel.
Who has access to the network security closet?
Can removable media be easily accessed?
How is the network closet accessed?
> Key? Swipe card? Num pad?"

General Security Controls

How are non-public areas of the branch secured?
> Key? Swipe card? Num pad?"
Is auditor escorted when entering secure areas?

Dumpster Security

Is the dumpster secured?
If yes, how is the dumpster secured?
Where is the dumpster located?
Are other organizations/companies/individuals allowed access to the dumpster?
Can confidential information be obtained from a 'dumpster dive'?
If yes, what kind? Quantity?

