



ALAN STEVENSON
PARTNERSHIP

www.areasure.co.uk

Contact Details

Company Name: _____

Address:

Telephone: _____

Fax: _____

e-mail address: _____

web site: _____

Estimated Turnover: _____

Estimated Turnover earned directly from Web site or e-mail: _____

Hardware

IT System Profile

- Reinstatement value of Network & Web Site File Servers
- Reinstatement value of workstations
- Reinstatement value of laptops or remotely operated workstations
- Reinstatement value of printers scanners and other peripheral devices
- Estimated installation costs if more than 10% of Hardware value
- State number of workstations and laptops with business e-mail addresses
- State number of workstations and laptops with internet access
- What parts are supported by an Annual Maintenance contract

Data Back Up

Data Back Up Procedures

Do you have a Data Back Up system

If Yes:

- a) Describe type of media used - Floppy disc/ CD/ DVD/ Tape/ Remote/ other
- b) Is back up success checked
- c) Frequency of back-up and whether this manual or automated
- d) Where and how are Data back ups stored
- e) Have you conducted a test restore from data back up
- f) Was it successful and if not has remedial action been taken

Virus

Malicious computer programmer or code protection

Is Anti Virus software installed

- a) Is this installed on all Servers, PC's & Laptops
- b) How often are new Virus definition updates downloaded
- c) Is update procedure automated or manual

Firewall

Remote Access Protection

Is Firewall Hardware or software installed

If Yes:

- a) Are all Servers, PC's & Laptops protected (including off site use)
- b) Has this been security tested remotely or on site



Safe Procedures & Practices report

IT Policy

Is there a Company policy covering acceptable usage of facilities
a) Is this formally communicated to employees with training
b) Are employees required to sign and keep a copy of this policy
c) Does this form part of Employment contracts for all employees

Business e-mails

Do all business e-mails contain operator contact and company details
Do all business e-mails contain disclaimer notices

Security Patches

Are operating system security patches downloaded automatically as notified
If no please describe manual procedures and frequency
Are business critical software programme updates downloaded automatically

Web Site

Does your Web Site contain terms conditions of use & privacy policy
If Yes have these been legally vetted
Is your web site managed on site or by a Third Party
Is you web site hosted locally or remotely by an Internet Service Provider
Are any financial transactions conducted online by customers or suppliers
Are there any other communications conducted through your web site
Do you store personal or sensitive data on web servers
Do you manage web site content for unsuitable or erroneous content

Passwords

Is Operating system password protected
Is Software containing own, Customer and Supplier Data password protected
Are Customer, Suppliers and own Bank Accounts password protected
Are passwords periodically changed
Do operators have unique passwords
Who in authority keeps a record of passwords
Are passwords recognisable in name, order, sequence or other logic

Software

How is Software Media, Recovery Discs & License keys stored
State procedure to check licenses on Servers, PC's & Laptops
Do you use Bespoke software
Is software supported by annual maintenance contractor from the vendor

Third Parties

Do you vet customers and suppliers Anti Virus and Firewall measures



IT Network Insurance Risk Solutions (are the following purchased)

Hardware

Specialist computer Hardware Insurance
If yes does this allow for reinstatement of obsolete equipment

Software

Software Reinstatement Insurance - If yes
a) does this cover reinstatement due to Virus or other malicious code
b) Does this cover reinstatement of bespoke software

Data

Data Reinstatement Insurance
If yes a) does this cover reinstatement due to Virus or other malicious code
b) Does this cover reinstatement of bespoke software

Additional costs

Additional Computer Working Costs Insurance

Liability

E-mail & Web Site Liability Insurance

Income

Loss of Income due to failure of electronic facilities

Crime / Fraud

Theft of money by Electronic Funds Transfer (Fidelity)
a) Do you have an online banking facility?
b) Name persons and positions with access
c) How are money transfers checked and authorised
d) Are passwords systematically changed
e) Do you require a bank verification call above a certain limit

Name of Director _____

Signature _____

Name of IT Manager or _____

Name of IT Security Service Co _____

Signature _____

Date _____

