

# Client Intake Questionnaire

## Employee Training

Question	Yes	No
When onboarding new hires, is cyber security training implemented?		
Are current employees given ongoing cybersecurity training?		
Are employees trained in safe email practices?		
Are employees trained to use internet services safely?		
Do you have Multi-Factor Authentication Serves implemented to access systems?		
Is there a designated employee responsible for cyber-related issues that arise?		
Are internet best practices created for employees to review?		
Is there a separation of duties between employees to limit who has access to systems and data?		
Is password complexity enforced for sensitive systems?		

## Systems

Question	Yes	No
Is anti-malware used?		
Are firewalls used?		
Is intrusion detection hardware or software used?		
Is intrusion prevention hardware or software used?		
Is client data stored onsite? In cloud services?		
Are backups of data and client information regularly backed up?		
When system updates and patches arrive, are they implemented within 24 hours?		

Is the network segmented to isolate every day, essential, critical, and sensitive systems?		
Is your internal network securely isolated from external networks?		
Do you regularly perform vulnerability scanning?		

### Incident Response

Question	Yes	No
Are policies implemented in case of data breaches in terms of reporting or managing?		
When a cyber incident happens, is it handled in-house or outsourced?		
Are intrusion attempts logged and are the logs reviewed regularly?		
Do you have an IRP?		

### Data Standards

Question	Yes	No
Are you familiar with data security standards?		
Are you familiar with data storage standards?		
Do you enforce least privileges for data and information?		
Is your data and information secured with current encryption standards?		
Do you operate on a zero-trust relationship for the reading and writing of data?		
Are physical security procedures set in place?		

### Third Parties

Question	Yes	No
Are outside vendors vetted thoroughly before services are utilized?		
Do third-party vendors sign in before they render their services?		
Do you utilize any third-party services or devices for essential systems?		

### Asset Management

Question	Yes	No
Are employees given company assets for use outside of the business?		
Is there a log that identifies which employees are assigned to specific devices?		
If so, are the logs regularly audited and updated?		