MontRidge Insurance Services

# CYBER RISK ASSESSMENT CHECKLIST

Commercial Risk Education Series

A practical self-assessment to help identify insurance and operational risk topics for further discussion. Select Yes, No or Not Sure for each item. Leave items that do not apply blank. There is no score or passing grade.

## CYBER GOVERNANCE

| | Yes | No | Not Sure |
|---|---|---|---|
| Leadership understands cyber threats facing our business. | ○ | ○ | ○ |
| We review our cyber risks at least annually. | ○ | ○ | ○ |
| We know who is responsible for cybersecurity within our organization. | ○ | ○ | ○ |
| We maintain written cybersecurity policies and procedures. | ○ | ○ | ○ |

## ACCOUNT SECURITY

| | Yes | No | Not Sure |
|---|---|---|---|
| Multi-factor authentication (MFA) is enabled for email accounts. | ○ | ○ | ○ |
| MFA protects remote network access. | ○ | ○ | ○ |
| MFA protects administrator accounts. | ○ | ○ | ○ |
| Employees use strong, unique passwords. | ○ | ○ | ○ |

MontRidge Insurance Services

# CYBER RISK ASSESSMENT CHECKLIST

Commercial Risk Education Series

Continue your review. Select one response per item; leave non-applicable items blank.

## EMAIL AND FRAUD PREVENTION

| | Yes | No | Not Sure |
|---|---|---|---|
| Employees receive phishing awareness training. | ○ | ○ | ○ |
| We verify changes to vendor banking information before sending payments. | ○ | ○ | ○ |
| Wire transfers require additional approval. | ○ | ○ | ○ |
| Employees know how to recognize suspicious emails. | ○ | ○ | ○ |

## BACKUPS AND BUSINESS CONTINUITY

| | Yes | No | Not Sure |
|---|---|---|---|
| Company data is backed up regularly. | ○ | ○ | ○ |
| Backups are protected against alteration or ransomware encryption. | ○ | ○ | ○ |
| Backup restoration is tested regularly. | ○ | ○ | ○ |
| We have a documented business continuity plan. | ○ | ○ | ○ |

MontRidge Insurance Services

# CYBER RISK ASSESSMENT CHECKLIST

Commercial Risk Education Series

Continue your review. Select one response per item; leave non-applicable items blank.

## ENDPOINT SECURITY

| | Yes | No | Not Sure |
|---|---|---|---|
| All company devices are protected by endpoint detection and response (EDR). | ○ | ○ | ○ |
| Security software is monitored by internal IT or a managed provider. | ○ | ○ | ○ |
| Operating systems are kept up to date with security patches. | ○ | ○ | ○ |
| Company-owned laptops and mobile devices are encrypted. | ○ | ○ | ○ |

## INCIDENT RESPONSE

| | Yes | No | Not Sure |
|---|---|---|---|
| Employees know who to contact if a cyber incident occurs. | ○ | ○ | ○ |
| We have an incident response plan. | ○ | ○ | ○ |
| We periodically test our cyber response procedures. | ○ | ○ | ○ |
| We know how to quickly contact our cyber insurance carrier after an incident. | ○ | ○ | ○ |

MontRidge Insurance Services

# CYBER RISK ASSESSMENT CHECKLIST

Commercial Risk Education Series

Continue your review. Select one response per item; leave non-applicable items blank.

## THIRD-PARTY AND VENDOR RISK

| | Yes | No | Not Sure |
|---|---|---|---|
| Critical vendors have cybersecurity controls in place. | ○ | ○ | ○ |
| Vendors handling sensitive information are evaluated before engagement. | ○ | ○ | ○ |
| Vendor access to company systems is reviewed periodically. | ○ | ○ | ○ |
| We understand how a vendor cyber event could impact our business. | ○ | ○ | ○ |

MontRidge Insurance Services

# CYBER RISK ASSESSMENT CHECKLIST

Commercial Risk Education Series

## NEXT STEPS

Use your responses to identify questions for your insurance advisor. A No or Not Sure response may warrant further review; a Yes response does not establish adequate insurance or compliance. Keep the completed checklist for your own records.

## OPTIONAL CONSULTATION REQUEST

- ☐ I would like to discuss this checklist with Montridge.
- ☐ I would like to review my current insurance program.
- ☐ I would like to receive future educational resources.

## OPTIONAL CONTACT INFORMATION

Name

Company

Title

Phone

Email

Preferred contact method

Questions or topics to discuss (avoid confidential or sensitive information)

To arrange a discussion, visit www.montridgeinsurance.com. This PDF does not transmit your responses automatically.

Educational use only. This checklist is not an insurance application, policy, coverage determination, compliance audit, or legal, tax, engineering, medical or financial advice. Coverage depends on actual policy terms, endorsements, exclusions and facts. Consult qualified advisers for your circumstances.