Controls and compliance checklist

To complete the controls assessment checklist, refer to the information provided in the [scope, goals, and risk assessment report](https://docs.google.com/document/d/1s2u_RuhRAI40JSh-eZHvaFsV1ZMxcNSWXifHDTOsgFc/template/preview#heading=h.evidx83t54sc). For more details about each control, including the type and purpose, refer to the [control categories](https://docs.google.com/document/d/1btezuy_bMKWoK8pd97ZuzdWB9y6au_zfkrpkfVf8ktI/template/preview) document.

Then, select “yes” or “no” to answer the question: *Does Botium Toys currently have this control in place?*

**Controls assessment checklist**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Control** |
|  |  | Least Privilege |
|  |  | Disaster recovery plans |
|  |  | Password policies |
|  |  | Separation of duties |
|  |  | Firewall |
|  |  | Intrusion detection system (IDS) |
|  |  | Backups |
|  |  | Antivirus software |
|  |  | Manual monitoring, maintenance, and intervention for legacy systems |
|  |  | Encryption |
|  |  | Password management system |
|  |  | Locks (offices, storefront, warehouse) |
|  |  | Closed-circuit television (CCTV) surveillance |
|  |  | Fire detection/prevention (fire alarm, sprinkler system, etc.) |

To complete the compliance checklist, refer to the information provided in the [scope, goals, and risk assessment report](https://docs.google.com/document/d/1s2u_RuhRAI40JSh-eZHvaFsV1ZMxcNSWXifHDTOsgFc/template/preview). For more details about each compliance regulation, review the [controls, frameworks, and compliance](https://www.coursera.org/learn/foundations-of-cybersecurity/supplement/xu4pr/controls-frameworks-and-compliance) reading.

Then, select “yes” or “no” to answer the question: *Does Botium Toys currently adhere to this compliance best practice?*

**Compliance checklist**

Payment Card Industry Data Security Standard (PCI DSS)

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Best practice** |
|  |  | Only authorized users have access to customers’ credit card information. |
|  |  | Credit card information is stored, accepted, processed, and transmitted internally, in a secure environment. |
|  |  | Implement data encryption procedures to better secure credit card transaction touchpoints and data. |
|  |  | Adopt secure password management policies. |

General Data Protection Regulation (GDPR)

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Best practice** |
|  |  | E.U. customers’ data is kept private/secured. |
|  |  | There is a plan in place to notify E.U. customers within 72 hours if their data is compromised/there is a breach. |
|  |  | Ensure data is properly classified and inventoried. |
|  |  | Enforce privacy policies, procedures, and processes to properly document and maintain data. |

System and Organizations Controls (SOC type 1, SOC type 2)

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Best practice** |
|  |  | User access policies are established. |
|  |  | Sensitive data (PII/SPII) is confidential/private. |
|  |  | Data integrity ensures the data is consistent, complete, accurate, and has been validated. |
|  |  | Data is available to individuals authorized to access it. |

This section is *optional* and can be used to provide a summary of recommendations to the IT manager regarding which controls and/or compliance best practices Botium Toys needs to implement, based on the risk posed if not implemented in a timely manner.

**Recommendations (optional):** Recommendations to Strengthen Botium Toys’ Security Posture

To reduce risks to critical assets and ensure compliance with industry standards, the following recommendations should be communicated to stakeholders:

* **Implement Role-Based Access Controls (RBAC):**  
  Enforce least privilege principles by assigning access based on job responsibilities. This minimizes exposure of sensitive data and aligns with compliance frameworks like ISO/IEC 27001 and NIST SP 800-53.
* **Conduct Regular Security Awareness Training:**  
  Ensure all employees, especially those handling PII/SPII, receive ongoing training on data protection, phishing prevention, and incident reporting. This supports GDPR and POPIA compliance while reducing human error.
* **Deploy Endpoint Protection and SIEM Solutions:**  
  Utilize tools like SentinelOne or Splunk to monitor, detect, and respond to threats in real time. These controls help maintain visibility across systems and support audit readiness.
* **Establish a Formal Incident Response Plan (IRP):**  
  Document and test procedures for responding to breaches, including communication protocols and containment strategies. This demonstrates proactive risk management and regulatory preparedness.
* **Enforce Data Encryption and Secure Backup Policies:**  
  Encrypt sensitive data at rest and in transit, and maintain offsite backups with integrity checks. These measures protect against data loss and support business continuity.
* **Schedule Internal Compliance Audits:**  
  Use tools like Nessus or OpenVAS to assess vulnerabilities and verify adherence to internal policies and external regulations. Regular audits foster accountability and continuous improvement.