**Stakeholder Memorandum**

TO: IT Manager, Stakeholders

FROM: Mikayla Hawley

DATE: 01/18/24

SUBJECT: Internal IT Audit Findings and Recommendations

Dear Colleagues,

Please find the below an overview of the recent internal IT audit conducted at XYZ Financial Services:

Overview:

* I have conducted an internal audit of the company’s assets, controls, and compliance with regulations and standards. I assessed the current security posture of XYZ Financial Services, identified areas of enhancement, and provided actionable recommendations aligned with the organization’s objectives and risk profile.

Goals:

* The primary objectives of this audit were to evaluate controls, assess compliance, identify vulnerabilities, and provide recommendation on strengthening security and risk protocols
  + Ensure you are meeting compliance requirements
  + Implement new employee protocol to protect sensitive information
  + Create a plan to prevent and protect against cyberattacks

Critical Findings – please address immediately:

* These items need to be developed and implemented to achieve audit goals:
  + **Disaster recovery plans:** this will help the company to have a clear understanding on what needs to be done during a cyberbreach
  + **Install surveillance cameras and alarms:** by doing this you can keep eyes on sensitive information and signal alarms in case of a breach
  + **Encrypt sensitive data:** it is important to make it hard for hackers to access sensitive data, encrypting it will apply an extra safety layer
  + **Implement detection systems to monitor the network:** this will help keep eyes on the network and detect an unusual activity
  + **Employ firewall solutions:** this will provide protection against cyberattacks by shielding the network from unnecessary traffic

Findings: please address; not an immediate need:

* The following should be implemented at a lower priority than the ones listed before
  + Train employees to be aware of cybersecurity threats and to be more aware of security protocol
  + Create specific roles to access specific data
  + Back up data regularly

Summary and Recommendations:

* The audit revealed critical findings requiring immediate action and additional findings that would create long term benefits. We recommend addressing these findings to enhance security and compliance.

Sincerely,

Mikayla Hawley

Cybersecurity Professional

XYZ Financial Services