

# Controls and compliance checklist

To complete the controls assessment checklist, refer to the information provided in the [scope, goals, and risk assessment report](#). For more details about each control, including the type and purpose, refer to the [control categories](#) 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
	<ul style="list-style-type: none"><li>•</li></ul>	Least Privilege
	<ul style="list-style-type: none"><li>•</li></ul>	Disaster recovery plans
<ul style="list-style-type: none"><li>•</li></ul>		Password policies
	<ul style="list-style-type: none"><li>•</li></ul>	Separation of duties
<ul style="list-style-type: none"><li>•</li></ul>		Firewall
	<ul style="list-style-type: none"><li>•</li></ul>	Intrusion detection system (IDS)
	<ul style="list-style-type: none"><li>•</li></ul>	Backups
<ul style="list-style-type: none"><li>•</li></ul>		Antivirus software
<ul style="list-style-type: none"><li>•</li></ul>		Manual monitoring, maintenance, and intervention for legacy systems
	<ul style="list-style-type: none"><li>•</li></ul>	Encryption
	<ul style="list-style-type: none"><li>•</li></ul>	Password management system
<ul style="list-style-type: none"><li>•</li></ul>		Locks (offices, storefront, warehouse)
<ul style="list-style-type: none"><li>•</li></ul>		Closed-circuit television (CCTV) surveillance
<ul style="list-style-type: none"><li>•</li></ul>		Fire detection/prevention (fire alarm, sprinkler system, etc.)

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To complete the compliance checklist, refer to the information provided in the [scope, goals, and risk assessment report](#). For more details about each compliance regulation, review the [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
		<ul style="list-style-type: none"><li>• Only authorized users have access to customers’ credit card information.</li><li>• Credit card information is stored, accepted, processed, and transmitted internally, in a secure environment.</li><li>• Implement data encryption procedures to better secure credit card transaction touchpoints and data.</li><li>• Adopt secure password management policies.</li></ul>

#### General Data Protection Regulation (GDPR)

Yes	No	Best practice
		<ul style="list-style-type: none"><li>• E.U. customers’ data is kept private/secured.</li><li>• There is a plan in place to notify E.U. customers within 72 hours if their data is compromised/there is a breach.</li><li>• Ensure data is properly classified and inventoried.</li><li>• Enforce privacy policies, procedures, and processes to properly document and maintain data.</li></ul>

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

Yes	No	Best practice
		<ul style="list-style-type: none"><li>• User access policies are established.</li><li>• Sensitive data (PII/SPII) is confidential/private.</li></ul>
		<ul style="list-style-type: none"><li>• Data integrity ensures the data is consistent, complete, accurate, and has been validated.</li></ul>
		<ul style="list-style-type: none"><li>• Data is available to individuals authorized to access it.</li></ul>

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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):** In this section, provide recommendations, related to controls and/or compliance needs, that your IT manager could communicate to stakeholders to reduce risks to assets and improve Botium Toys' security posture.

While the overall results are not catastrophic, it is imperative for Botium Toys to implement as soon as possible the next security recommendations, to avoid monetary fines, data breaches and loss of reputation. The following recommendations regarding control assessments and compliance are stated in order of maximum priority to less priority:

1. Establish Disaster recovery plans to maintain business continuity and minimize the damage, if a security incident should present itself while the other recommendations are implemented.
2. Implement an Intrusion Detection System.
3. Backup all data in an encrypted hardware and store it in a secure location.
4. Encrypt all data in the company's system.

5. Restrict access to data in accordance with the least privilege principle and implement separation of duties. This means restricting information access to what is essential for the employee to efficiently complete their respective duty in the company.
6. Establish more strict secure password policies and enforce them implementing a centralized password management system.