Stakeholder Memorandum

TO: IT Manager, stakeholders

FROM: Elvis Rafael Gross Cardero

DATE: May-12-2023

SUBJECT: Internal IT audit findings and recommendations

Dear IT Manager and stakeholders,

I am writing to provide you with a comprehensive report on the findings and recommendations from the recent internal IT audit. The purpose of this audit was to evaluate the current state of our company's IT infrastructure, identify potential risks, and propose recommendations to enhance security and compliance. Please find below the detailed report:

Scope:

- The audit focused on assessing the company's IT infrastructure, including hardware, software, network systems, data management, and security measures.

- We examined the company's compliance with relevant regulations, industry standards, and best practices.

- The audit covered both on-premises and online operations, considering the growing online market and the associated risks.

Goals:

- Identify vulnerabilities, weaknesses, and potential risks to critical assets.

- Evaluate the effectiveness of existing security controls and compliance measures.

- Provide recommendations to strengthen the company's IT infrastructure, ensure business continuity, and comply with applicable regulations.

Critical Findings:

1. Inadequate Asset Management:

- Lack of a centralized system to track and manage company assets.

- Insufficient controls for employee devices and on-premises equipment.

- Potential risks of unauthorized access and loss of critical assets.

2. Business Continuity Concerns:

- Absence of a comprehensive business continuity plan.

- Limited preparedness to handle disruptions and minimize downtime.

- Increased vulnerability to service disruptions and financial loss.

3. Compliance Gaps:

- Non-compliance with regulations related to accepting online payments and conducting business in the European Union (E.U.).

- Inadequate data protection measures and privacy practices.

- Potential legal and reputational risks.

Findings:

- Assets, including employee devices and on-premises equipment, should be properly managed and monitored.

- Develop and implement a robust business continuity plan to ensure prompt recovery from disruptions.

- Enhance compliance measures to meet regulatory requirements, particularly regarding online payments and E.U. operations.

Summary/Recommendations:

- Establish a centralized asset management system to track and control all company assets effectively.

- Develop and document a comprehensive business continuity plan that addresses potential risks and outlines recovery procedures.

- Conduct regular compliance assessments to ensure adherence to relevant regulations and standards.

- Enhance data protection measures and privacy practices, including encryption and access controls.

In conclusion, addressing the critical findings and implementing the recommended actions will strengthen our IT infrastructure, enhance business continuity, and ensure compliance with regulations. It is crucial that we allocate resources and prioritize these initiatives to safeguard our operations and maintain trust with our customers.

Please do not hesitate to reach out if you have any questions or require further clarification on the audit findings and recommendations. We appreciate your attention to this matter and look forward to working together to improve our IT operations.

Thank you.

Sincerely,

Elvis Rafael Gross Cardero