### **Data leak worksheet**

**Incident summary:** A sales manager shared access to a folder of internal-only documents with their team during a meeting. The folder contained files associated with a new product that has not been publicly announced. It also included customer analytics and promotional materials. After the meeting, the manager did not revoke access to the internal folder, but warned the team to wait for approval before sharing the promotional materials with others.

During a video call with a business partner, a member of the sales team forgot the warning from their manager. The sales representative intended to share a link to the promotional materials so that the business partner could circulate the materials to their customers. However, the sales representative accidentally shared a link to the internal folder instead. Later, the business partner posted the link on their company's social media page assuming that it was the promotional materials.

| **Control** | **Least privilege** | | |
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| **Issue(s)** | *The issues leading up to the incident stem from the sales manager not revoking shared access to the entire folder. The documents within the folder were then leaked to a business partner due to an error made by a sales representative.* | | |
| **Review** | *The NIST SP 800-53:AC-6 covers how the principle of least privilege can protect against data leaks. The roles and user accounts should be enforced to ensure that higher privileges are not be used by employees who do not have access to them.* | | |
| **Recommendation(s)** | * Restrict access to sensitive resources based on user role. * Regularly audit user privileges. | | |
| **Justification** | *Restricting the access to sensitive resources based on user roles would decrease the likelihood of a leak like this happening again. Because a sales employee had access to information that they should not have, they were able to make that mistake. Regularly auditing user privileges could help expose existing and future user privileges that should not be assigned.* | | |