

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 |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Least Privilege |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Disaster recovery plans |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Password policies |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Separation of duties |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Firewall |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Intrusion detection system (IDS) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Backups |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Antivirus software |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Manual monitoring, maintenance, and intervention for legacy systems |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Encryption |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Password management system |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Locks (offices, storefront, warehouse) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Closed-circuit television (CCTV) surveillance |

- 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 |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Only authorized users have access to customers’ credit card information. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Credit card information is stored, accepted, processed, and transmitted internally, in a secure environment. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Implement data encryption procedures to better secure credit card transaction touchpoints and data. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Adopt secure password management policies. |

General Data Protection Regulation (GDPR)

| Yes | No | Best practice |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | E.U. customers’ data is kept private/secured. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | There is a plan in place to notify E.U. customers within 72 hours if their data is compromised/there is a breach. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 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 |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | User access policies are established. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Sensitive data (PII/SPII) is confidential/private. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Data integrity ensures the data is consistent, complete, accurate, and has been validated. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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):

To help reduce risks and improve they should prioritize:

Asset Management- maintain and develop asset inventory. Classify assets by sensitivity and business impact.

Access control and Authentication- implement a password management system with MFA. Strengthen passwords policies to meet modern complexity requirements.

Data security- deploy encryption for credit cards. Limit employee access to cardholder and customer data.

Training and Awareness- conduct periodic security awareness training for employees. Provide role based access and data handle training.

The focus should be on PCI DSS compliance and disaster recovery planning, as these issues pose the greatest risk to customer trust, financial stability, and regulatory standing