

### Assets managed by the IT Department include:

- On-premises equipment for in-office business needs
- Employee equipment: end-user devices (desktops/laptops, smartphones), remote workstations, headsets, cables, keyboards, mice, docking stations, surveillance cameras, etc.
- Management of systems, software, and services: accounting, telecommunication, database, security, ecommerce, and inventory management
- Internet access
- Internal network
- Vendor access management
- Data center hosting services
- Data retention and storage
- Badge readers
- Legacy system maintenance: end-of-life systems that require human monitoring

Administrative Controls			
Control Name	Control type and explanation	Needs to be implemented (X)	Priority
Least Privilege	Preventative; reduces risk by making sure vendors and non-authorized staff only have access to the assets/data they need to do their jobs	X	High
Disaster recovery plans	Corrective; business continuity to ensure systems can run in the event of an incident/there is limited to no loss of productivity downtime/impact to system components, including computer room environment (air conditioning, power supply, etc.);	X	High

Administrative Controls			
	hardware (servers, employee equipment); connectivity (internal network, wireless); applications (email, electronic data); data and restoration		
Password policies	Preventative; Establish password strength rules to improve security and reduce the likelihood of account compromise through brute force or dictionary attack techniques	X	High
Access control policies	Preventative; Increase confidentiality and integrity of data	X	High
Account management policies	Preventative; Reduce attack surface and limit overall impact from disgruntled/former employees	X	High/ Medium
Separation of duties	Preventative; Ensure no one has so much access that they can abuse the system for personal gain	X	High

Technical Controls			
Control Name	Control type and explanation	Needs to be implemented (X)	Priority

Firewall	Preventative; Firewalls are already in place to filter unwanted/malicious traffic from entering the internal network	NA	NA
Intrusion Detection System (IDS)	Detective; allows the IT team to identify possible intrusions (e.g., anomalous traffic) quickly	X	High
Encryption	Deterrent; makes confidential information/data more secure (e.g., website payment transactions)	X	High/ Medium
Backups	Corrective; supports ongoing productivity in the case of an event; aligns to the disaster recovery plan	X	High
Password management system	Corrective; password recovery, reset, lockout notifications	X	High/ Medium
Antivirus (AV) software	Corrective; Detect and quarantine known threats	X	High
Manual monitoring, maintenance, and intervention	Preventative/corrective; required for legacy systems to identify and mitigate potential threats, risks, and vulnerabilities	X	High

Physical Controls			
Control Name	Control type and explanation	Needs to be implemented (X)	Priority
Time-controlled safe	Deterrent; reduce attack surface/impact of physical threats	X	Medium/ Low
Adequate lighting	Deterrent; limit “hiding” places to deter threats	X	Medium/ Low
Closed-circuit television (CCTV) surveillance	Preventative/detective; can reduce risk of certain events; can be used after the event for investigation	X	High/ Medium
Locking cabinets (for network gear)	Preventative; Increase integrity by preventing unauthorized personnel/individuals from physically accessing/modifying network infrastructure gear	X	Medium
Signage indicating alarm service provider	Deterrent; makes the likelihood of a successful attack seem low	X	Low
Locks	Preventative; Physical and digital assets are more secure	X	High
Fire detection and prevention (fire alarm, sprinkler system, etc.)	Detective/Preventative; Detect fire in the toy store’s physical location to prevent damage to inventory, servers, etc.	X	Medium/ Low