Workforce Solutions Information Security Review

Location: ____________________________  Review Period: From: ______ To: ______
Reviewer: ____________________________

Review Period Type: ______Daily ______Weekly ______Monthly

Personally identifiable information (PII) is any information that can be used to identify, contact, or locate an individual, either alone or combined with other easily accessible sources.

**Physical Security**
1. Printed materials containing PII can only be accessed by authorized individuals and unauthorized persons cannot view them: Y or N
   [_____Mon _____Tue _____Wed _____Thu _____Fri] [ ___ Week/Month] Explain any N:

2. Materials that contain PII are properly stored or filed or shredded after use: Y or N
   [_____Mon _____Tue _____Wed _____Thu _____Fri] [ ___ Week/Month] Explain any N:

3. Laptop computers are secured when not in use: Y or N
   [_____Mon _____Tue _____Wed _____Thu _____Fri] [ ___ Week/Month] Explain any N:

4. Documents that contain PII are not left where unauthorized persons can view them: Y or N
   [_____Mon _____Tue _____Wed _____Thu _____Fri] [ ___ Week/Month] Explain any N:

**Electronic Security**
1. Staff do not share passwords, PINs or computers. Y or N
   [_____Mon _____Tue _____Wed _____Thu _____Fri] [ ___ Week/Month] Explain any N:
2. Passwords and PINs are not written and kept in an accessible location. Y or N
[_____ Mon  _____ Tue  _____ Wed  _____ Thu  _____ Fri] [___ Week/Month] Explain any N:

3. Staff log off or lock computers when leaving them unattended: Y or N
[_____ Mon  _____ Tue  _____ Wed  _____ Thu  _____ Fri] [___ Week/Month] Explain any N:

4. Staff do not send PII in the subject or body of emails. Documents containing PII are password protected. Emails transmitting documents containing PII do not identify the password for the document. Y or N
[_____ Mon  _____ Tue  _____ Wed  _____ Thu  _____ Fri] [___ Week/Month] Explain any N:

5. Documents containing PII saved on laptop computers or other portable storage devices are password protected. Y or N
[_____ Mon  _____ Tue  _____ Wed  _____ Thu  _____ Fri] [___ Week/Month] Explain any N:

6. Staff do not give out PII data over the phone unless the customer provides sufficient information to establish her identity. Y or N
[_____ Mon  _____ Tue  _____ Wed  _____ Thu  _____ Fri] [___ Week/Month] Explain any N:

Summary Notes on Findings

Location Passes Review: Y or N
[_____ Mon  _____ Tue  _____ Wed  _____ Thu  _____ Fri] [___ Week/Month]