

## 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]

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Signature of Reviewer

Date