

Cyber Security Questionnaire

Table Number _____

1. Do you know what protected personal information (PII) or protected health information (PHI) is? If so, check all of the following that are/contain PII or PHI.

_____ Yes, I know what that is _____ No, I don't know what that is

_____ Contact information containing name, address, email and cellphone

_____ Documents containing birth dates and/or mother's maiden name

_____ Financial Affidavit in a divorce

_____ Medical records in a personal injury case

_____ Bank and investment account statements

_____ Wills and Trust formation documents

_____ W-2, I-9 and similar employment records

_____ Visa or Green Card Applications (e.g., I-485) in an immigration case

_____ Credit Reports

2. Have you conducted a data security risk assessment and attended data security training?

_____ Yes

_____ No

_____ I don't know

_____ I don't know what that is

3. Have you ever had a data security breach and, if so, did you notify affected individuals and the Attorney General?

_____ Yes

_____ No

_____ I don't know

_____ I don't know what that is

4. Do you have cyber liability insurance?

_____ Yes

_____ No

_____ I don't know

_____ I don't know what that is

5. Do you have the ability to encrypt email?

_____ Yes

_____ No

_____ I don't know

_____ I don't know what that is

6. Do you have encrypted laptops, tablets, and cellphones?

_____ Yes

_____ No

_____ I don't know

_____ I don't know what that is

7. Do all your employees have a “strong” password that is changed at least every 6 months?
- _____ Yes
_____ No
_____ I don’t know
_____ I don’t know what that is
8. Do you text with clients and, if so, do you transfer texts to the client file?
- _____ Yes
_____ No
_____ I don’t know
9. Do you have a monitored office security system with activation/deactivation logging?
- _____ Yes
_____ No
_____ I don’t know
10. Are your servers located in a separate area with a greater level of security?
- _____ Yes
_____ No
_____ I don’t know
11. Do you return all files/documents containing PII/PHI to a locked filing cabinet or a locked file room at night?
- _____ Yes
_____ No
_____ I don’t know
12. Do you have an electronic filing system that limits access to the files or sub-parts of the files to only employees who need access those materials to do their jobs?
- _____ Yes
_____ No
_____ I don’t know
13. Do you have secure receptacles for disposal of documents that contain PII or PHI?
- _____ Yes
_____ No
_____ I don’t know
_____ I don’t know what that is
14. Do you conduct due diligence on vendors who store your documents or data, such as a warehouse or a cloud service provider?
- _____ Yes
_____ No
_____ I don’t know and/or don’t know what that is.