

Organizational Information

Our assessment is designed to help you identify the key risk factors. You can leverage our framework to effectively address data privacy risk in your Office 365 environment.

- 1 Email address (If you provide your email address, we will send you a detailed report along with our best practices guide)

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- 2 In what industry does your organization operate?

- Financial Services Healthcare Retail
 Telco Manufacturing Services
 Other (Please Specify)

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- 3 Company size?

- Very Large (Revenue > 1 Billion USD) Large (Revenue 500 M - 1 Billion USD) Medium (Revenue 100 M - 500 M USD)
 Small (Revenue 10 M - 100 M USD)
 Other (Please Specify)

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- 4 Select all the office 365 components that your company uses?

- MS Office One Drive Share Point
 Dynamics MS SQL (in house or in Azure)

Other (Please Specify)

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Stakeholder Ownership and Engagement

Please select your responses as it relates Governance of Data Assets and Stakeholder Engagement

	Yes	No	In some cases	Not sure
Data Security Policy in place for all functional areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head of IT security is responsible for establishing data security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Privacy Protection training is part of new employee on-boarding process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Privacy Protection training is part of new vendor /contractor on-boarding process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees, Vendors receive periodic training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular data protection updates are provided to senior management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please respond to the following questions related to your office 365 environment?

	Yes	No	In some cases	Not sure
Do you limit access to assets and associated facilities to authorized users, processes, or devices, and to authorized activities and transactions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use Data Loss Program to detect sensitive information in emails, one drive, share point?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use encryption for sensitive messages/ files?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you turned on safe attachment feature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you trained your users to use RMS file sharing options for sensitive data/files?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you archive emails for meeting compliance requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you encrypt customer privacy data in Dynamics and in SQL server?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use device management feature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use multi factor Authentication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Measurement and Recovery

Please respond to the questions related to Auditing Office 365 usage

	Yes	No	In some cases	Not sure
Do you monitor information systems and assets to identify data breach events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you turned on the 365 management Audit feature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you leverage analytics to identify unusual data access pattern?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you analyze outgoing emails for data loss, compliance issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you periodically review user access list across all 365 resources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you create a suspicious incident report and share with the management stakeholder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Recovery and Response Plan

	Yes	No	In some cases	Not sure
Do you have an incident response plan which specifically addresses data breach events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a recovery plan in the event of data breach incident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have cyber insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>