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| --- | --- | --- | --- |
| **Unit:** |  | **Unit head:** |  |
| **Assessor(s):** |  | **Date:** |  |

| **Security**([MSU Enterprise Technology Management Policy](http://www2.montana.edu/policy/enterprise_it/technology_management.html)) | **Yes****No****NA** | **Process Description (who, when, how)** |
| --- | --- | --- |
| 1. Roles and responsibilities for information security management by the unit are clearly assigned to unit personnel.
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| 1. Unit personnel who manage unit information systems follow applicable security related requirements and good practices.
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| 1. The unit has identified the types of information for which it is responsible. Sensitive information is not stored on hard drives of computers assigned to unit employees or students.

([MSU Enterprise Data Stewardship Policy](http://www2.montana.edu/policy/enterprise_it/data_stewardship.html)) |  |  |
| 1. Information system access privileges for unit employees are periodically reviewed and accordingly changed or terminated.
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| 1. Passwords are strong (e.g., avoid common words, use special characters). Passwords are secured and not shared. Passwords are periodically changed. Screens are locked to require password access when away from the computer.
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| 1. Unit personnel do not download software from unknown sources or open attachments or links included in email using MSU information systems without first thinking about the potential for resulting information security issues, such as attempts to obtain your protected personal information or to install harmful software.
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| 1. Software and operating system updates are applied immediately on unit information systems.
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| 1. Personal firewalls are enabled on unit information systems.
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| 1. Anti-virus and anti-spyware software are installed and properly set up on unit information systems.
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| 1. Suspected incidents related to information security are properly reported.

([MSU Enterprise IT Security Incident Response Policy](http://www2.montana.edu/policy/enterprise_it/security_incident.html)) |  |  |