# Cyber Privacy Questionnaire

Company Name: Click here to enter your Company name.

Street Address: Click here to enter the Street Address.

City: Click here. State: Click here. Zip Code: Click here.

Please check the personal information records that you collect, store, maintain or transmit:

|  |  |  |  |
| --- | --- | --- | --- |
| Name/Address | Date Of Birth | Email Address | Social Security #’s |
| Credit Card Info | Account #’s | Medical Records | Financial Info |

1. Do you store personal information digitally?  Yes (Proceed to the next question.)

No (Proceed to Question 7.)

1. What computer hardware/software does the Company utilize to prevent unauthorized access to electronically stored personal information? Please check all that apply:

|  |  |  |
| --- | --- | --- |
| Firewall | Virus Protection Software | Intrusion Detection System |
| Encryption System | Other | None |

1. Does the company maintain a wireless network?  Yes  No
2. If “Yes” to question 4, is the network encrypted?  Yes  No
3. Please check (all that apply) the security the Company utilizes to prevent unauthorized access to paper personal records. If “Other” is checked, please provide details.

|  |  |  |
| --- | --- | --- |
| Locked File Cabinets | Locking System on Doors | None |
| Nightly Alarm | Other |  |

1. Is there a written Privacy Policy concerning personal information records?

Yes (Proceed to the next question.)  No (Proceed to Question 11.)

1. Did an outside legal firm develop or review the Privacy Policy?  Yes  No
2. Is the Privacy Policy routinely reviewed and updated?  Yes  No
3. Is the Privacy Policy compliant with the rules and regulations

of all applicable privacy laws?  Yes  No

1. Is access to personal information records restricted to only

those employees who need access to such records?  Yes  No

1. How many employees are in your firm? Click here to enter
2. Please review the number of the personal information records that you collect, store, maintain or transmit. Approximate number of clients, customers, and employees where personal information records are collected, stored, maintained or transmitted during the last 12 months: Click to choose.
3. Revenues of the Company for the last 12 months: Click here to enter.

Please email the completed questionnaire to Jean Dennehy: [jdennehy@owensgroup.com](mailto:jdennehy@owensgroup.com)