2005-2006 SECURITY AWARENESS AND CONFORMANCE REPORT

Please insert your Broadband for Health Unique Identified Number (UIN): **BFH** ☐☐☐☐☐

IT Category	Tasks	Implementation Status ☑	Comments on Status *e.g. Date for review, activities in progress or planned, alternate strategy, assessment of risk, or countermeasure.*
Practice computer security coordinator	Practice IT security coordinator's role description written (for GP, existing staff member or practice manager)	❑ Met ❑ Partially Met ❑ Not Met	
	Practice IT security coordinator appointed	❑ Met ❑ Partially Met ❑ Not Met	
	IT security training for coordinator provided	❑ Met ❑ Partially Met ❑ Not Met	
	Security Coordinator's role last reviewed Date: ……	❑ Met ❑ Partially Met ❑ Not Met	Date for next review: ……
Practice IT security policies and procedures	Person(s) (e.g. IT security coordinator) appointed to document (and revise) security policies and procedures (can be part of practice manual)	❑ Met ❑ Partially Met ❑ Not Met	
	IT security policies and procedures documented	❑ Met ❑ Partially Met ❑ Not Met	
	IT security policies and procedures documentation last reviewed Date: ……..	❑ Met ❑ Partially Met ❑ Not Met	Date for next review: ……
	Staff trained in IT security policies and procedures	❑ Met ❑ Partially Met ❑ Not Met	
Access Control	Staff policy developed on levels of electronic access to data and systems	❑ Met ❑ Partially Met ❑ Not Met	
	Staff have created personal passwords to access appropriate level	❑ Met ❑ Partially Met ❑ Not Met	
	Passwords are kept secure	❑ Met ❑ Partially Met ❑ Not Met	
	Consideration given to changing passwords periodically	❑ Met ❑ Partially Met ❑ Not Met	
Disaster Recovery Plan	Disaster recovery plan developed	❑ Met ❑ Partially Met ❑ Not Met	
	Disaster recovery plan tested	❑ Met ❑ Partially Met ❑ Not Met	
	Disaster recovery plan last updated Date: ……	❑ Met ❑ Partially Met ❑ Not Met	Date for next review: ……

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Consulting room and 'front desk' security	Practice aware of need to maintain appropriate confidentiality of information on computer screens	❑ Met ❑ Partially Met ❑ Not Met	
	Screensavers or other automated privacy protection device enabled	❑ Met ❑ Partially Met ❑ Not Met	
Backups	Back-ups of data done daily	❑ Met ❑ Partially Met ❑ Not Met	
	Back-ups of data stored offsite	❑ Met ❑ Partially Met ❑ Not Met	
	Back-up procedure last tested (by performing a restoration of data) Date: …….	❑ Met ❑ Partially Met ❑ Not Met	Date for next test: ……
	Back-up procedure has been included in a documented disaster recovery plan	❑ Met ❑ Partially Met ❑ Not Met	
Virus	Anti-viral software installed on all computers	❑ Met ❑ Partially Met ❑ Not Met	
	Automatic updating of viral definitions enabled (daily if possible)	❑ Met ❑ Partially Met ❑ Not Met	
	Staff trained in anti-viral measures as documented in policies and procedures manual	❑ Met ❑ Partially Met ❑ Not Met	
Firewalls	Hardware and/or software firewalls installed	❑ Met ❑ Partially Met ❑ Not Met	
	Hardware and/or software firewalls tested	❑ Met ❑ Partially Met ❑ Not Met	
Network Maintenance	Computer hardware and software maintained in optimal condition (includes physical security, efficient performance of computer programs, and program upgrades and patches)	❑ Met ❑ Partially Met ❑ Not Met	
	Uninterruptible Power Supply (UPS) installed (to at least the server)	❑ Met ❑ Partially Met ❑ Not Met	
Secure Electronic Communication	Encryption systems considered - Encryption used for the electronic transfer of confidential information	❑ Met ❑ Partially Met ❑ Not Met	

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