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Information Security Plan Template

Putting together an information security plan for your firm can be overwhelming, especially if you don't know where to start. We want to help. We've put together this simple checklist that will put you on the right path of designing and implementing an information security plan for your firm. This plan aligns with IRS Publication 4557, and will put you on the right path to protecting your data.

Security Six Checklist

Security Implemented	Yes	No	Notes (Record install date and type installed)
Next-Gen AntiVirus	☐	☐	
Includes real-time threat hunting & remediation	☐	☐	
Firewall	☐	☐	
Two-Factor Authentication	☐	☐	
Mandatory and enforced	☐	☐	
Backup Software/Services	☐	☐	☐ Cloud ☐ On Prem ☐ Both
Files are encrypted	☐	☐	
Microsft Office 365 Backup	☐	☐	
Drive Encryption	☐	☐	
Removable media encryption	☐	☐	
Encryption on all devices enforced	☐	☐	
Encrypted data both at rest and in transit	☐	☐	
Virtual Private Network (VPN)	☐	☐	

Safeguarding Taxpayer Data with IRS Publication 4557

Security Implemented	Yes	No	Notes (Record install date and type installed)
Create strong passwords			
Complexity requirements are enforced	☐	☐	
Minimum of 8 characters	☐	☐	
Enforced password complexity	☐	☐	
Multifactor Authentication for returning users	☐	☐	
Secure Wireless Networks			
Email accessible only via VPN or via a compliant device	☐	☐	
Public SSID is turned off	☐	☐	
Change guest wireless network to unidentifiable name	☐	☐	
Enable WPA2 and AES encryption	☐	☐	
WEP is not used	☐	☐	
Reduce WLAN transmit power range to not work outside of office	☐	☐	
Protect Stored Client Data			
Permission-based access to stored client data	☐	☐	
Inventory devices containing client data	☐	☐	
Only install necessary software applications	☐	☐	
Safety			
Browser patch management in place	☐	☐	
Regularly-scheduled safety tune-ups implemented	☐	☐	
Disable stored password feature in OS	☐	☐	
Create a Data Security Plan			
Plan is printed and readily available	☐	☐	
Point of contact established	☐	☐	
Clear action and communication plan when there is an incident	☐	☐	
Regular employee training and testing of the plan implemented	☐	☐	