SITE PRIVACY AND SECURITY INSPECTION

Name:	Location:	Inspection completed by:	Date:

INSPECTION QUESTIONS	Area A:		Area B:		Area C:	
	Public		*Public*		*Public*	
	External		*External*		*External*	
	Internal		*Internal*		*Internal*	
	Restricted		*Restricted*		*Restricted*	
1. Previous assessments Have there been previous security assessments of the business unit?						
2. Verbal confidentiality Can unauthorized persons hear verbal exchange of PI?						
3. Visual confidentiality Can unauthorized persons see computer or device monitors? Are monitors turned away or covered by privacy screens? Are PI records covered, put away or supervised at all times? Do screens time-out if unattended?						
4. Video surveillance Is the area under video surveillance? Is there a notification that the areas is under surveillance? Are surveillance tapes securely stored? How long are they retained?						

INSPECTION QUESTIONS	Area A:	Area B:	Area C:
5. Access Barriers Are locks or barriers secure? If no locks, are area entrances supervised at all times? Authentication level for entry to areas or devices? 1. Knowledge (password) 2. Possession (key fob) 3. Inherent (biometrics) Is distribution of area access keys or codes managed? Are both authorized persons and guests identified? Is the area alarmed? Are devices or computers logged out when unattended, requiring authentication to log in?			
6. PI storage Are there overnight locked rooms or cabinets for Files Servers Computers containing PI Is PI in garbage/recycling bins secured? Are networked PI directories segregated or secured?			
7. Safety Heat/smoke alarms? Sprinklers? Non-water suppressants?			
8. Mail/Courier Is mail or courier service reputable and secure? Is PI placed in sealed envelopes? Does staff avoid large aggregations of PI?			

INSPECTION QUESTIONS	Area A:	Area B:	Area C:
9. Electronic Transmission Is electronic PI transmitted over dedicated lines or channels? Is PI encrypted when transmitted through public networks or providers? Is transmission logged and monitored?			
10. Fax/Printer Transmission Is access to networked printers controlled? Are fax machines and printers located in secure, non-public areas? Are cover sheets used for every fax transmission of PI Are recipient of PI stored as speed dial entries Is receipt of PI confirmed?			

ADDITIONAL NOTES: