



IS YOUR BUSINESS PROTECTED FROM CYBER THREATS?

Security RISK Assessment Essentials

Your data, your reputation, and your business are on the line. Use this checklist to spot gaps in your defenses and strengthen your security.

WHY DOES YOUR BUSINESS NEED A SECURITY ASSESSMENT CHECKLIST?

Many organizations believe they are protected, but hidden vulnerabilities often go unnoticed until it's too late. A security assessment checklist helps you take a proactive approach by shining a light on gaps before they become costly breaches.

KEY REASONS:



IDENTIFY RISKS EARLY

Spot weaknesses in people, processes, and technology before attackers do.



PROTECT YOUR INVESTMENT

Safeguard valuable business data, customer trust, and company reputation.



STAY COMPLIANT

Ensure your business meets security standards required by industry regulations.



SAVE TIME & MONEY

Avoid downtime, recovery costs, and lost productivity caused by breaches.

STEPS:

1. Fill out the form to the best of your knowledge
2. Download the form for your own records and submit it
3. Catalyst creates a free, unique plan to help secure your business

YOUR SECURITY ASSESSMENT CHECKLIST

FIRST, YOUR COMPANY INFORMATION

Name: _____

Phone Number: _____

Company Name: _____

Email: _____

Company Size: _____

City/State: _____

Industry: _____

Directions: Put a checkmark next to all that apply.

SECTION 1: PEOPLE & POLICIES

- Employees receive regular cybersecurity training (Human Firewall)
- Strong password policies are enforced (length, complexity, rotation)
- Multi-factor authentication (MFA) is required for accounts
- BYOD (Bring Your Own Device) policy is in place for employee devices

Total Section Checkmarks: _____

SECTION 2: SYSTEMS & DEVICES

- Workstations, laptops, and servers receive automatic security updates
- Endpoint protection software (advanced antivirus, anti-malware) is installed and monitored
- Mobile device management is implemented for smartphones and tablets
- Firewalls have Intrusion Detection/Prevention enabled

Total Section Checkmarks: _____

SECTION 3: DATA PROTECTION

- Company data is encrypted at rest and in transit (files, emails, mobile devices)
- Regular backups are performed (local + cloud) and tested for recovery
- Sensitive data exposure on the Dark Web is actively monitored

Total Section Checkmarks: _____

SECTION 4: NETWORK & ACCESS

- Wireless networks are secured with separate private and guest access
- Web filtering is in place to block malicious sites and downloads
- Email security solutions (spam filtering, phishing protection) are active

Total Section Checkmarks: _____

SECTION 5: RISK PREPAREDNESS

- Last security assessment was completed on: _____
- Cyber-insurance is in place to mitigate financial risk

Total Section Checkmarks: _____

Total Checkmarks: _____

ADD UP ALL YOUR CHECKMARKS FOR ALL SECTIONS



0 – 6 CHECKS
HIGH RISK

Your business is vulnerable,
immediate action is recommended.



7 – 11 CHECKS
MODERATE RISK

You have some good practices, but
gaps could leave you exposed.



12 – 15 CHECKS
LOW RISK

Your organization is well protected
but must remain vigilant.

MORE INFORMATION ON YOUR TECH ENVIRONMENT:

Who's managing your IT? In-House Third-Party

Are you getting expense reports and know what you are paying for? Yes No

How much time are you spending per week on your IT? _____

How many devices do you have in your network? _____

How many locations does your business have? _____

NEXT STEPS

YOUR COMPLETE CHECKLIST IS A VALUABLE STARTING POINT.
HERE'S HOW TO PUT IT TO WORK:

1. REVIEW YOUR RESULTS

Identify the areas you didn't check that need to be strengthened.

2. PRIORITIZE ACTION

Focus first on gaps that cause the greatest risk, such as data loss or access controls.

3. ENGAGE YOUR TEAM

Share this checklist with your leadership team and discuss the findings.

4. GET EXPERT GUIDANCE (OPTIONAL)

Submit your results using the Submit Document button on the right.

SUBMIT DOCUMENT

WHY CATALYST IT?

When it comes to securing your business, experience and reliability matter. Catalyst IT has been managing organizations' network and infrastructure across the Midwest, strengthening their technologies, and protecting their data for over 30 years.



PROVEN EXPERTISE

Deep knowledge in both document solutions and IT security.



LOCAL COMMITMENT

Dedicated technicians and support teams right here in your region.



TRUSTED RESULTS

A history of helping small businesses, reduce risk and gain peace of mind.

97%

CUSTOMER SATISFACTION

39 SECONDS

AVG. TIME ON HOLD

1,952,699+

THREATS BLOCKED
(Over the last 12 months)



PROACTIVE IT MANAGEMENT

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