

FTC SAFEGUARDS RULE COMPLIANCE CHECKLIST

IRS Publication 4557

Contact us for a free network assessment to determine if your IT is compliant!
FairoaksIT.com | (844) 835-8218

- ☐ **Understand the FTC Safeguards Rule Requirements**
 - ☐ **Review Requirements:** Have you fully understood the requirements of the FTC Safeguards Rule and IRS Publication 4557? Ignorance to the rules is not an excuse if the worst were to happen.
- ☐ **Develop a Written Information Security Program**
 - ☐ **Create and Document Policies:** Develop a comprehensive written information security program outlining policies and procedures to protect consumer information.
 - ☐ **Designate a Responsible Person:** Appoint an individual or team responsible for overseeing the program.
- ☐ **Conduct Risk Assessments**
 - ☐ **Identify Risks:** Perform a risk assessment to identify potential vulnerabilities in your systems and practices.
- ☐ **Implement Security Measures**
 - ☐ **Technical Controls:** Are your security software and encryption methods up-to-date?
 - ☐ **Physical Controls:** Ensure physical security measures are in place to protect sensitive information.
- ☐ **Employee Training**
 - ☐ **Provide Training:** Train employees on the importance of protecting consumer information and the specifics of your security program.
 - ☐ **Regular Updates:** Conduct ongoing training and updates to address new threats and security practices.

FTC SAFEGUARDS RULE COMPLIANCE CHECKLIST

IRS Publication 4557

- ☐ **Develop Incident Response Procedures**
 - ☐ **Breach Response and Notification Procedures:** Do you have a documented response plan for data breaches? Are your notification protocols clear and effective?
- ☐ **Monitor and Test Security Measures**
 - ☐ **Regular Testing:** Testing security controls on a regular basis is crucial to defending your business and taxpayer data.
 - ☐ **Continuous Monitoring:** Monitoring your IT infrastructure, from your network, to your email, to your endpoints is critical.
- ☐ **Review and Update Policies**
 - ☐ **Regular Reviews:** Regularly review and update your security policies and procedures to adapt to new threats and changes in technology.
 - ☐ **Documentation:** Keep detailed records of updates and changes to your security program.
- ☐ **Document Compliance Efforts**
 - ☐ **Maintain Records:** Keep comprehensive documentation of your compliance efforts, including risk assessments, training records, and incident responses.
 - ☐ **Prepare for Audits:** Be ready to provide evidence of compliance during audits or reviews.
- ☐ **Consult with Experts**
 - ☐ **Professional Guidance:** Are you leveraging expert advice to ensure full compliance?

Contact us for a free network assessment to determine if your IT is compliant!
FairoaksIT.com | (844) 835-8218