SMB Information Security Seminar (2011)

Exercise 1 – Identifying and Prioritizing Your Organization's Information Types

1. **Think about the information used in/by your organization.**

2. **Then list and prioritize the 5 most important types of information used in your organization. Enter them into the table below**

3. **Identify the system on which each information type is located**

Table 1   The 5 Highest Priority Information Types In My Organization

Priority	Information Type	On Which System?	Who has access to it?
1			
2			
3			
4			
5			

Use this area as your "scratch pad"

Once you finish this exercise, fill out the full table for all your important business information.

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Exercise 2 – Estimated costs from bad things happening to your important information.

First, think about the information used in/by your organization.

Second, enter into the table below your top two highest priority information types.

Third, enter *estimated* costs for each of the categories on the left. If it isn't applicable, please enter N.A.

Table 2   The 2 Highest Priority Information Types In My Organization and an estimated cost associated with specified bad things happening to them.

	Data Type One Released	Data Type One Modified	Data Type One Missing	Data Type Two Released	Data Type Two Modified	Data Type Two-etc Missing
Cost of Revelation						
Cost to Verify Information						
Cost Of Lost Availability						
Cost of Lost Work						
Legal Costs						
Loss of Confidence Costs						
Cost to Repair Problem						
Fines & Penalties						
Other costs-Notification, etc						

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Exercise 3 – Identifying the protection needed by your organization's highest priority information types.

1. Think about the information used in/by your organization.

2. Enter the 5 highest priority information types in your organization into the table below.

3. Enter the protection required for each information type into the columns to the right. (C – Confidentiality; I – Integrity; A - Availability)

Table 3   The Protection Needed By The 5 Highest Priority Information Types In My Organization

Priority	Information Type	On Which System?	Who has access?	C	I	A
1						
2						
3						
4						
5						

Pass Two: L, M, H (How much protection is needed?)

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Exercise 4 Actions taken to maintain awareness of threats and vulnerabilities

1. What threats are a danger to your business? Many threats are found in a specific geographic area – what is common in your area?

2. As you read/research your trade/professional publications, take note of the data security issues covered in these publications. Ask yourself "Is my business vulnerable to something like this? If so, what have others done that I could copy to protect my business?"

3. As you network with your peers, talk about cyber security issues. Give and get advice, hints, tips, etc.

4. Make every effort to stay in touch with and on top of every threat or incident that does or could affect your business.

5. Join InfraGard to get critical information about current threats in your local area (and to act as eyes and ears to help protect our nation!).

(www.infragard.net - membership application form is online – membership is free in most areas of our nation)