



# Good Cyber Hygiene Checklist

## GOOD CYBER HYGIENE

- Start with a risk assessment
- Written policies and procedures focused on cybersecurity and tailored to company
  - Expectations for protection of data
  - Monitoring and expectations of privacy
  - Confidentiality of data
  - Limits of permissible access and use
  - Social engineering
  - Passwords policy & security questions
  - BYOD
- Training of all workforce on your policies and procedures, first, then security training
- Phish all workforce (incl. upper management)
- Multi-factor authentication
- Signature based antivirus and malware detection
- Internal controls / access controls
- No default passwords
- No outdated or unsupported software
- Security patch updates management policy
- Backups: segmented offline, cloud, redundant
- Use reputable cloud services
- Encrypt sensitive data and air-gap hypersensitive data
- Adequate logging and retention
- Incident response plan
- Third-party security risk management program
- Firewall, intrusion detection, and intrusion prevention systems
- Managed services provider (MSP) or managed security services provider (MSSP)
- Cyber risk insurance

For more information, please contact:

**Shawn E. Tuma**

Cybersecurity & Data Privacy Attorney

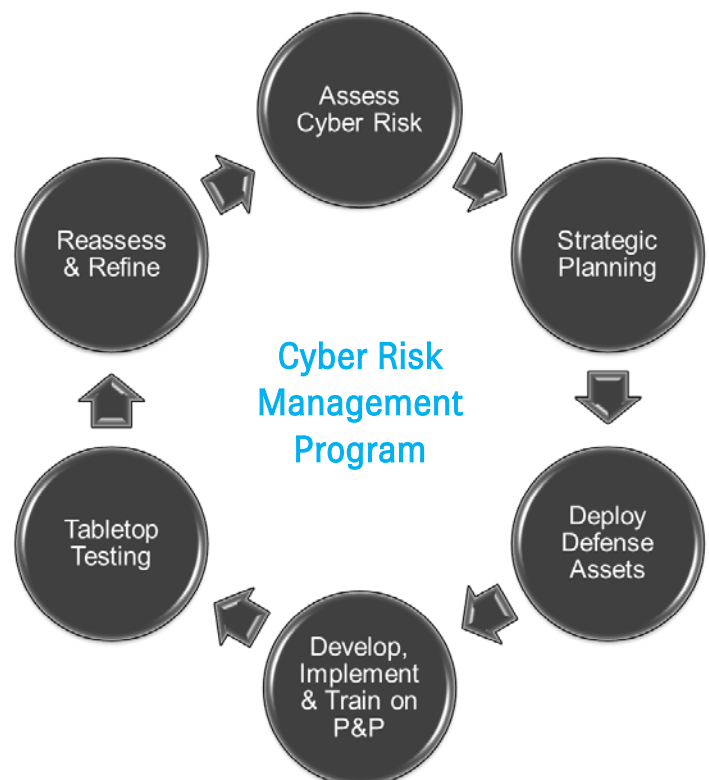
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"GMR Transcription Services, Inc. . . . Shall . . . establish and implement, and thereafter maintain, a **comprehensive information security program** that is reasonably designed to protect the security, confidentiality, and integrity of personal information collected from or about consumers. Such program, the content and implementation of which must be fully documented in writing, shall contain administrative, technical, and physical safeguards appropriate to respondents' or the business entity's size and complexity, the nature and scope of respondents' or the business entity's activities, and the sensitivity of the personal information collected from or about consumers." *In re GMR Transcription Svcs, Inc., Consent Order (August 14, 2014).*

"[T]he relevant inquiry here is a cost-benefit analysis, that considers a number of relevant factors, including the probability and expected size of reasonably unavoidable harms to consumers given a certain level of cybersecurity and the costs to consumers that would arise from investment in stronger cybersecurity." *FTC v. Wyndham, (3<sup>rd</sup> Cir. Aug. 24, 2015)*



# SHAWN'S EXPERIENCE



## SHAWN TUMA CYBERSECURITY & DATA PRIVACY ATTORNEY

### Education

J.D., Regent University School of Law  
(magna cum laude, '99)

B.A., Political Science, Northwestern State  
University (with honors, '94)

### Contact

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### Let's Connect

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Shawn is an experienced cybersecurity and data privacy attorney who helps businesses protect their information and protect themselves from their information. He has been practicing in this area for nearly two decades and represents clients across the United States in dealing with cybersecurity, data privacy, and computer fraud legal issues and cases.

In recognition of his extensive experience, in 2016, the *National Law Journal* selected him as one of its *Cybersecurity & Data Privacy Law Trailblazers*, *D Magazine* selected him as one of the *Best Lawyers in Dallas*, and *SuperLawyers* selected him for *Top 100 Lawyers in Dallas / Fort Worth*.

Shawn regularly assists clients with privacy incidents and data breach responses, both as cyber insurance panel counsel and direct engagements. For proactive companies, his ideal role is to serve as a member of their team as outside cybersecurity counsel to help them develop and mature a Cyber Risk Management Program to proactively prepare for and minimize their risks of doing business in today's cyber risk-laden business world. Then, if a problem does arise, he is there to serve as their guide through resolving the legal and regulatory compliance issues that may arise.

He has worked his entire career as both a cyber lawyer and a complex business trial lawyer, which is a relatively unique combination. His cyber law, business law, and litigation experience equips him with unique skills for helping businesses assess, avoid, and resolve problems in a very expeditious manner.

Shawn is a prolific author, speaker, blogger, and guest lecturer on cybersecurity, data security, data privacy, and general cyber law.

## PROFESSIONAL ACTIVITIES

Scheef & Stone, L.L.P., *Partner*

Cyber Future Foundation, *Board of Directors & General Counsel*

University of North Texas Cyber Forensics Lab, *Advisory Board*

National Technology Security Coalition, *Policy Council*

Intelligent Transportation Society of America, *Cybersecurity Task Force*

Optiv Cybersecurity Office of CISO, *Advisory Board*

Computer & Technology Council, State Bar of Texas, *Secretary*

Data Security & Privacy Committee, State Bar of Texas

FBI's InfraGard

North Texas Crime Commission, Cybersecurity Committee

## RECENT HONORS

*Cybersecurity & Data Privacy Law Trailblazer*, National Law Journal, 2016

*Texas Super Lawyers Top 100 in DFW*, Thomson Reuters, 2016

*Best Lawyers in Dallas*, D Magazine, 2014-2017