# CSNP
## CYBERSECURITY NON-PROFIT

# Data Protection Audit Checklist

A comprehensive quarterly review framework for small to medium businesses and nonprofit organizations to maintain robust data security practices and ensure compliance.

QUARTERLY REVIEW    AUDIT-READY

# Data Inventory & Classification Audit

## 1

### Catalog All Data Assets

- Document all databases, file systems, and cloud storage locations
- Identify data owners and custodians for each asset
- Record data retention periods and legal requirements

## 2

### Classify Information Sensitivity

- Label data as Public, Internal, Confidential, or Restricted
- Review personally identifiable information (PII) holdings
- Assess financial and protected health information (PHI)

## 3

### Verify Access Controls

- Audit user permissions and role-based access
- Remove access for departed employees
- Confirm principle of least privilege implementation

## 4

### Document Compliance Status

- Review relevant regulations (GDPR, HIPAA, CCPA)
- Update data processing agreements
- Maintain audit trail documentation

# Encryption & Storage Security Audit

## Encryption Standards Review

- **Data at Rest**

  Verify full-disk encryption on all devices, database encryption, and encrypted file systems using AES-256 or equivalent standards.

- **Data in Transit**

  Confirm TLS 1.2+ for all communications, secure email protocols, and VPN usage for remote access.

- **Key Management**

  Audit encryption key rotation schedules, secure key storage solutions, and access logs for cryptographic materials.

## Storage Infrastructure Audit

- **Physical Security**

  Review server room access controls, environmental monitoring systems, and hardware disposal procedures.

- **Cloud Storage**

  Verify vendor security certifications, review data residency settings, and audit shared responsibility models.

- **Endpoint Protection**

  Confirm mobile device encryption, remote wipe capabilities, and secure configuration baselines.

# About Cybersecurity Non-Profit (CSNP)

*"Making cybersecurity knowledge accessible to everyone through education, community, and practical resources."*

**Business & Non-Profit Security**

**Family Cybersecurity**

**Kids Safety**

**Senior Digital Safety**

**Women's Security**

**Parents & Educators**

**Everything we offer is completely free.** Visit us at **csnp.org** to learn more and access our comprehensive resources at **csnp.org/resources**