

# PawnTrain Operations Data Security Audit



	Completed	Incomplete	Date to Complete	Date Corrected
<b>Team Member Understanding</b>				
Review with each Team Member what Data Security means				
Discuss the general areas listed below and give examples of how your shop is at risk.				
Provide quarterly reviews with each team member				
Document Team Member understanding and place in a secure area in case needed.				
<b>Locate your Shredder, Secure Document Container</b>				
Are your documents that you have discarded being shredded/sent to a shredding company?				
<b>Printed Materials</b>				
Verify that all secure data is not in the customer area where customers can view.				
Verify that printed material is disposed of in a proper manner and not in a regular trash container. This includes reports, contracts, emails, customer receipts.				
<b>Handwritten Notes</b>				
Verify that all handwritten notes containing customer names, numbers are disposed of securely.				
Post it notes should be entered into the store system and securely discarded				
Notes on items in the pawn area should be discarded before bringing the item past the counter				
Although disposing of items is important, notes should be entered into our system.				
<b>Digital Communications</b>				
Text Messages-Did you delete messages sent directly to a customer?				
Emails-Are messages sent to customers deleted?				
Are emails protected by a firewall?				
Personal emails are NOT used to communicate company data.				
Discuss importance with each team member of communicating within protected sessions				
Phone messages cannot be left aside from "Please contact us"				
Repetitive phone messages can be considered harassment.				
Delete sensitive emails from your inbox AND OUTBOX				
Insure no sensitive data shared via Social Media				
What risks would your store have if you lost power?				
Do you have secure company back up system for your Pawn Software?				
Do you have secure company back up system for digital communication?				
<b>Data Protection Fixtures</b>				
All cabinets are lockable and cages are built with 5 sides including top.				
Company protected email supplied and used.				
Data security bin either shredded or picked up by shredding company.				
Are regular Data Security Audits being performed?				