IT Policy Checklist

☐ **Mobile Device Usage**
- Do employees access business emails on mobile devices?
- Is a password required to access the mobile device?
- Does the device time out and require a password after inactivity?
- What is the maximum allowed screen timeout before the device locks?
- If the device is personally owned, is it shared with other family members?
- If the device is owned by the business, is personal use allowed?

☐ **Data Security**
- Is the data on mobile devices encrypted?
- Can sensitive data be remotely deleted if the device is lost or stolen?

☐ **Device Security**
- Does the mobile device have an intrusion detection/prevention system?
- Is anti-virus and/or malware scanning enabled?
- Are there restrictions on the applications that can be installed?

☐ **Incident Reporting**
- Is there a requirement to report lost or stolen devices, regardless of ownership?

☐ **Employee Compliance**
- Do all employees follow the same security protocols for mobile devices?