

CyberSuite Coverage Questionnaire

Applicant Name: _____ **Date:** _____

<u>Eligibility Questions for \$100,000 Limit (Not required in states requiring \$100,000 minimum limit):</u> Insureds must answer "no" to question 1 and "yes" to 1 of 2 of the remaining questions to be eligible.	Yes	No
1. Has your organization suffered a breach of personal information in the last 12 months?		
2. Do you conduct background screens for prospective employees?		
3. Is there a posted document retention/destruction policy in place?		
<u>Eligibility Questions for \$250,000 Limit:</u> Insureds must answer "no" to question 1 and "yes" to at least 2 out of 4 of the remaining questions to be eligible	Yes	No
1. Has your organization suffered a breach of personal information in the last 12 months?		
2. Do you conduct background screens for prospective employees?		
3. Is there a posted document retention/destruction policy in place?		
4. Do you maintain regularly updated computer security measures, e.g. firewall, secured wireless connectivity, virus protection?		
5. Are your employee, customer, and other physical records maintained in a secure environment with limited access?		
<u>Eligibility Questions for \$500,000 or \$1,000,000 Limit:</u> Insureds must answer "no" to question 1 and "yes" to at least 8 out of 11 of the remaining questions to be eligible.	Yes	No
1. Has your organization suffered a breach of personal information in the last 12 months?		
2. Do you conduct background checks on prospective employees?		
3. Is there a posted document retention/destruction policy in place?		



4. Do you maintain regularly updated computer security measures, e.g. firewall configured to maximum security, secured wireless connectivity, virus protection configured to update automatically?		
5. Are your employee, customer, and other physical and electronic records maintained in a secure environment with limited access? In the case of electronic records, this includes using networks that cannot be accessed externally.		
6. Is access to personal information and/or third party confidential information restricted by job position?		
7. Is there a Chief Information and/or Chief Security Officer (or equivalent)?		
8. Do you have a comprehensive Information Security and Privacy Policy addressing such items as use of email (including size limitations), etc.?		
9. Do you provide regular security training/information to all people who have access to personally identifying information, whether in paper or electronic format?		
10. Are all users issued unique IDs and passwords when connecting to or accessing the internal network and do passwords require periodic changes, minimum length and mixed case, letters, numbers and special characters?		
11. Do you backup computer data and store it off site?		
12. Do you use encryption techniques for secure communications and the transfer of confidential information?		

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