

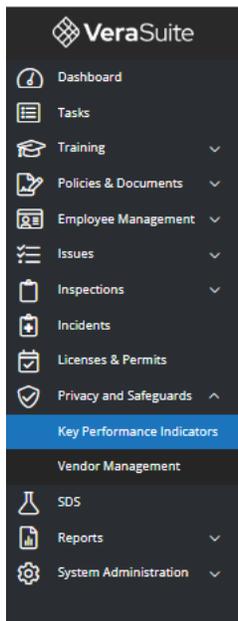
Knowledge Base – Privacy & Safeguards

Who has access?

Privacy & Safeguards is available to Administrators.

How do I open Privacy & Safeguards?

Privacy & Safeguards Key Performance Indicator dashboard can be opened from the left hand navigation menu or from the dashboard tile.



Scoring

Each Privacy & Safeguards Key Performance Indicator is given a score which contribute to the overall completion score. The score can be viewed on the Key Performance Indicator dashboard or an overview is shown on the Dashboard.



Safeguard Team Established

Select **Add New** to start building your safeguards team.

Select either a Service Provider or Individual.

Complete the required fields. You can select one Qualified Individual using the toggle.

The screenshot shows a form titled "Add New" with a "CANCEL" button in the top right. A toggle switch labeled "Set as Qualified Individual" is turned on. The form contains the following fields: "Category" (Individual), "First Name" (Janet), "Last Name" (Heart), "Role" (Champion), "Email" (ITspecial@email.com), and "Phone" ((555) 555-5555). At the bottom is a blue button labeled "ADD TEAM MEMBER".

Once added you can edit or delete team members by selecting the pencil or trash can.

The screenshot shows a team member card for "Janet Heart" with a "QUALIFIED INDIVIDUAL" badge. The role is "Champion". There are edit (pencil) and delete (trash can) icons on the right side of the card.

You can also download/upload a copy of a Designation of Qualified Individual.

Once you have completed all your edits to the safeguards team, save & update.

The screenshot shows a blue button with a white document icon, the text "SAVE & UPDATE", and a white question mark icon on the right.

Risk Assessments

Open the Risk Assessment key performance indicator.

Select Yes or No to the question. You can unselect your answer by selecting it again.

The screenshot shows a risk assessment questionnaire with three questions. Each question has "YES" and "NO" buttons and a status indicator on the right. Question 1: "Does your antivirus software effectively defend you against electronic threats, including ransomware?" with a green checkmark. Question 2: "Do you have network alerts that notify you about suspicious or unauthorized activity?" with a red exclamation mark. Question 3: "Do employees share passwords or login credentials?" with a grey circle with a slash.

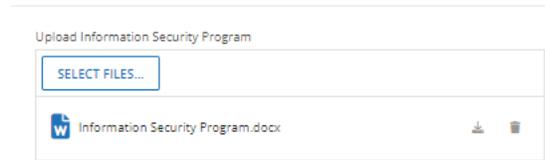
Once you've completed your answers, select save & update to update the scores.

The screenshot shows a blue button with a white document icon, the text "SAVE & UPDATE", and a white question mark icon on the right.

Information Security Program

Upload a copy of your information security program.

Select Files, or drag and drop your into the control.



You can only upload one Information Security Program at a time.

Use the Trash Icon to delete an existing file.

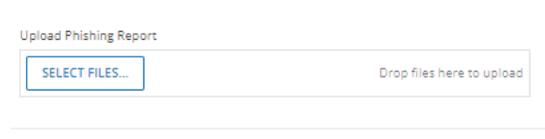
Once you've completed your answers, select save & update to update the scores.

Phishing Penetration Testing

Add a whole number for the Phishing Passing rates.



Upload a copy of your Phishing Report by using Select Files, or drag and drop your into the control.

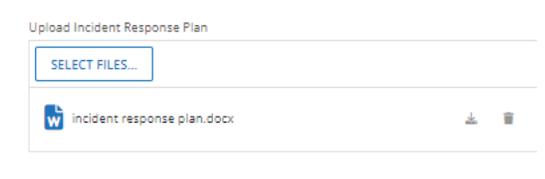


You can only upload multiple Phishing Reports.

Written Incident Response Plan

Upload a copy of your Incident Response Plan

Select Files, or drag and drop your into the control.



You can only upload one Incident Response Plan at a time.

Use the Trash Icon to delete an existing file.

Once you've completed your answers, select save & update to update the scores.

Access Controls

Open the Access Control key performance indicator.

Select Yes or No to the question. You can unselect your answer by selecting it again.

The screenshot shows a questionnaire with three questions. Each question has 'YES' and 'NO' buttons. A green checkmark is next to the first question, a red 'X' is next to the second, and a grey 'X' is next to the third.

1. Do you have policies and procedures to cover Document & Data retention and destruction?
 YES NO
2. Do you have change management procedures in place?
 YES NO
3. Do you have access controls to customer information?
 YES NO

Upload copies of your policies and documents.

Select Files, or drag and drop your into the control.

The screenshot shows a document upload area with a 'SELECT FILES...' button and a 'Drop files here to upload' text.

Upload Document

Drop files here to upload

Once you've completed your answers, select save & update to update the scores.



IT Technical Requirements

Open the IT Technical Requirements key performance indicator.

Select Yes or No to the question. You can unselect your answer by selecting it again.

The screenshot shows a questionnaire with two questions. Each question has 'YES' and 'NO' buttons and a 'Provide Details' text box. A green checkmark is next to the first question, and a grey 'X' is next to the second.

1. Do you have Multi Factor Authentication (MFA) implemented on all information systems?
 YES NO
Provide Details
2. Do you have encryption of all information systems?
 YES NO
Provide Details

You can also enter additional information about your provider in the text box underneath each question.

Once you've completed your answers, select save & update to update the scores.



Vendor Management

Adding a Vendor to your location

1. Select **Add Vendor**
2. Enter the name of your vendor and select **Search**
3. If you locate your vendor use the check box to select a vendor
4. Select the **Add Selected Vendor** and the vendor will be added to your location

Add Vendor to Location KPA Chevrolet (EHS Demo Only)

auto

[NOT FOUND? CREATE NEW VENDOR](#)

| | Name | Address | Score |
|-------------------------------------|---------------------------|---------------------|-------|
| <input checked="" type="checkbox"/> | 1ST CHOICE AUTO | 3009 watson Blvd | 100 |
| <input type="checkbox"/> | 1ST CLASS AUTO GLASS | PO BOX 2339 | -1 |
| <input type="checkbox"/> | 3-D AUTO FRAMES | 2110 E WINSTON RD | -1 |
| <input type="checkbox"/> | AA AUTO GLASS SERVICE INC | 710 N PRINCETON AVE | -1 |
| <input type="checkbox"/> | ACADIA AUTO AUCTIONS | Po Box 220 | 89 |

1 - 10 of 100 items | 10 per page

Adding a New Vendor

1. If you cannot find your vendor select **Not Found, Create New Vendor**
2. Complete the Vendor details and the Contact details for the Vendor and select **Save**
3. The vendor will automatically be sent a request to complete the vendor assessment and agreement.

Create and Add New Vendor

[← BACK TO VENDOR SEARCH](#)

▲ Any new vendors created will be visible to all users who have access to Vendor Management.

Vendor Info

Vendor Name

Required

Address

City

State

Zip

Tax Identifier

SAVE

CANCEL

Remove a Vendor

1. Select the Vendor you wish to remove
2. Select **Remove from Location**
3. The vendor will be removed from your location but will still remain in vendor management

Vendor Management

| Name | Agreement Exists | Signed Date | Assessment Assigned | Assessment Completed | Address | Score |
|-----------------|------------------|-------------|---------------------|----------------------|-------------------------------|-------|
| IDMS | Yes | 05/03/2023 | 05/03/2023 | 05/03/2023 | 175 SW 7th Street, Suite 2010 | 96 |
| 1ST CHOICE AUTO | Yes | 02/20/2023 | 02/08/2023 | 02/20/2023 | 3009 Watson Blvd | 100 |
| ACADIA AL | Yes | 04/26/2023 | 02/09/2023 | 04/26/2023 | Po Box 220 | 89 |
| AUTOMOT | Yes | 01/25/2023 | 01/25/2023 | 01/25/2023 | 2731 NEVADA AVE N | 100 |